

Bloomington Public Schools

HR Department

To: All Substitute Teaching Applicants and Registrants

RE: Procedures

Process starts at the Regional Office of Education (ROE)

www.roe17.org

200 W. Front Street, Suite 500 D

Health Department Building – 5th Floor

Phone – (309) 888-5120

Instructions and forms are available on their website

Steps:

- Complete all ROE paperwork and receive sealed letter of authorization
- Bring sealed letter of authorization to District 87 from ROE
- Receive packet of paperwork for District 87, which includes the following:
 - Employment Authorization for Certified Staff
 - Federal and State Tax forms
 - Complete District 87 Online Application - www.generalasp.com/district87/onlineapp/
 - Copies of all unofficial transcripts
 - I-9 form (proof of citizenship) - Social Security Card & Driver's License needed
 - Child Abuse Mandated Reporter form
 - State of IL Teachers Retirement System Enrollment form (if new to TRS)
 - Read Bloodborne Pathogens book, take quiz & return quiz page
 - Social Security Statement

After all paperwork has been returned to our office, an appointment will be scheduled for you to have a group substitute orientation with Human Resources. At the conclusion of the meeting, you will be given Frontline information in order for you to access the website for vacancies and also receive a copy of the Substitute Teacher Responsibilities and Expectations for District 87.