

## ALEXANDER CITY SCHOOLS

### SUBSTITUTE NURSE INFORMATION

Thank you for your interest in substituting for the Alexander City School System.

#### **APPLICATION PROCESS:**

In order to substitute in our system, the following must be submitted:

1. Alexander City Board of Education Support Application with 3 reference letters.
2. Complete Background/Fingerprint check. See attached instructions. Must log on to [www.cogentid.com/AL](http://www.cogentid.com/AL) to register and submit fee. (Cost is \$48.15)
3. ACBOE payroll forms to include a voided check for direct deposit and a copy of your social security card and driver's license.

To obtain the above forms or for more information, please contact Gail Brasell at the following address:

Alexander City Schools  
375 Lee St.  
Alexander City, AL 35010  
(256) 234-8607

Please note that you can **not** substitute until the background/fingerprint clearance has been received from the State Department of Education (normally 1-2 weeks from the date of submission). When clearance is received in the human resource office, you will be notified by mail and your name will be placed on the substitute list at that time.

Substitute Pay Rate:  
\$75 per day/LPN  
\$107 per day/RN