



MOBILE COUNTY PUBLIC SCHOOL SYSTEM

Division of Human Resources

P.O. Box 180069

Mobile, Alabama 36618

Phone: 251-221-4500

REACTIVATION OF FILE

Thank you for your interest in working with the students of Mobile County. Below you will find the process for reactivation of your file.

- **UPDATE/CREATE APPLICATION** – Go to www.alsde.edu/teachinalabama and update or create your online application.
- **REQUEST REFERENCES** – A minimum of two references from your most recent supervisors will be required. Personal references and references from co-workers are not accepted. Please request your references via your online application. You must check “Yes” and list their email address and phone number in the appropriate boxes.

****If you are creating an online application for the first time, you will need to submit three (3) reference requests or the online system will consider your application incomplete.**

- **MONITOR THE STATUS OF REFERENCES** - The status of your references will change from “Pending” to “Returned” when your reference request has been completed. References are confidential. Only Mobile County, as a potential employer, will have access to view the feedback from your references.
- **CONTACT HUMAN RESOURCES** – Once you have completed the reactivation requirements above, send an email to Lisa Nell at lnell@mcpss.com using “Reactivation” as the subject line and advise that your information is ready for review.
- **RESPONSE TO APPLICATION** – Upon receipt of the above mentioned email, your inactive file will be merged with your updated information. If additional information is required in order to complete the process, you will be notified by email. For example, an interview and writing assessment will be required if you have been out of the system for five or more years. Also, if you have earned a higher degree, an unofficial transcript will be required. Once all required information has been completed, your file will be reviewed for reactivation.
- **TEACHER APPLICANT CLEARANCE CARD** – Once your file has been approved for reactivation, a clearance card will be issued granting you permission to interview with principals in our system. You will be notified by email that your card is ready. It can be mailed or picked up at the Central Office in Human Resources.
- **APPLYING FOR POSITIONS** - We ask that you do not contact principals for an interview until you have been issued a “Teacher Applicant Clearance Card.” Once you have been reactivated, you should apply online to advertised job vacancies that interest you and for which you are qualified. You must apply to a vacancy to be considered for hire.

If you have any questions, please don’t hesitate to contact Lisa Nell at 251-221-4538 or lnell@mcpss.com.