



Dear Educators:

We appreciate your continued effort to help out our area schools by being substitute teachers in various grade levels and subjects.

To ensure you still want to be on our sub list for the next school year we are asking for a few things from you:

- To please completely fill out the included enrollment form
  - We encourage you to mirror your license expiration year.
  - Ex. Sub License expires 2021- select the 3 year option for \$30 so you stay on sub list for rest of the cycle.
- Cash or check made payable to the ROE # 35 Licensure
- If there has been a lapse in employment (> 1 year) we will need an updated PHYSICAL, TB test and BACKGROUND CHECK.

We want to be able to have an accurate list of substitutes that are active and would like to be in the classrooms, which we can give out to the schools.

With that information, please also be aware that once we receive the completed form and check, your information will then be added to our LIVE Sub List that all of our schools will have access to! This is an additional service we are providing to both our subs and schools. If you choose to not be on this list it will NOT affect your license or current school relationships.

1 year	\$10 cash/ check	Expires- 2019
2 years	\$20 cash/ check	Expires- 2020
3 years	\$30 cash/check	Expires- 2021
4 years	\$40 cash/check	Expires- 2022
5 years	\$50 cash/ check	Expires- 2023

**\*\* Enclose payment for box selected above. \*\***

Thank you,

Regional Office of Education #35

2018-2019 Regional Office of Education #35 <b>*Returning*</b> SUBSTITUTE TEACHER ENROLLMENT ** If you did NOT Sub 2017-2018 submit NEW Substitute Forms, Fees and Requirements**	FOR R.O.E. OFFICE USE ONLY		
	IEIN#:		Paid Cash or Check#
	Registration:		Update Address
	MISC Comments		ELIS
	Email		Sub List Entered

**PREFERRED DUE DATE JUNE 30th**

**Complete and Return  
MAIL FORM AND FEE TO:  
R.O.E. #35 Licensure**

119 West Madison St. Rm. 102  
Ottawa, IL 61350

!!! Please Print!!!- ALL Information must be complete

Name:		Home Phone:
		Cell Phone:
Last Name	First Name	MI
Address		
City	State	Zip Code
Email Address:		

**REQUIRED**

**IEIN#: or SS #	** Types of Licenses held:	**Registered thru: 6/30/
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**\*\*Confirm IEIN and License Type and Reg thru @ Educator License Information System (ELIS)**

I would be willing to travel to all LaSalle, Marshall & Putnam county schools. YES \_\_\_\_\_ NO \_\_\_\_\_

If no, please check the following schools that you would be willing to travel to:

LaSalle County Schools:	Marshall County Schools:	Putnam County Schools:
Allen-Otter Creek #65	Henry-Senachwine HS #5	Putnam County Primary
Deer Park #82	Henry-Senachwine Elem	Putnam County Elem.
Dimmick #175	Midland Elem.	Putnam County Jr. High
Earlville Comm. #9	Midland Middle	Putnam County HS
Grand Ridge #95	Midland HS	
LaSalle Elementary #122		
LaSalle-Peru High School #120	<b>Parochial Schools</b>	
Leland #1	Trinity Catholic	Marquette Academy 9-12
Lostant #425	LaSalle-Peru Christian Acad.	Ottawa Opportunity Pre-K
Marseilles Elementary #150	Midwest Center Christian Ac.	Zion Christian Preschool
Mendota #289	Holy Cross Elem.	Peru Catholic
Mendota High School #280	Holy Family	Seventh Day Adventist Ele.
Miller (Milton Pope) #210	Marquette Academy K-8	St. Michael the Archangel
Oglesby Elem. #125	Marquette Academy Pre-K	Rhema Christian Academy
Ottawa Elem #141		
Ottawa Twp HS #140		
Peru Elem. #124		
Rutland #230		
Seneca # 170		
Seneca HS #160		
Serena #2		
Streator Elem # 44		
Streator HS # 40		
Tonica #79		
Wallace #195		
Waltham #85		

I AM available to sub on the following days: check all that apply:

Monday	Tuesday	Wednesday	Thursday	Friday

I will sub regardless of subject area or grade level. Yes \_\_\_\_\_ No \_\_\_\_\_

If NO, please indicate the subjects or grade levels you prefer:

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