

2021 – 2022 School Year

Middletown City Schools Request to Sub in a Classified Position

Name: _____
(Last) (First)

Address: _____

City: _____ Zip Code _____

Phone: _____ (Call 1st) Phone: _____ (Call 2nd)

I would like to be considered as a substitute for the following position(s):

Secretary _____ *Teacher Attendant _____

** A permit is needed to sub as a paraprofessional. If you have not obtained or renewed your educational aide permit please obtain or renew before beginning a school year.*

Days Available to Work: (Please Circle All That Apply)

Monday - Tuesday - Wednesday - Thursday - Friday - (All 5 days)

I would like to substitute in the following grade level(s):

Elementary: _____

Middle: _____

High School: _____

Note: Substitutes in the District can no longer choose individual schools. Please specify grade level(s) only.

Signature: _____ Date: _____

Please return your updated information at your earliest convenience.

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PLEASE NOTE

You will not be able to sub if your aide permit is not current, if applicable, and/or your background checks has not cleared.

Contact HR if you have any questions at 513-217-2651.

Thank you.