

MEMO



HUMAN RESOURCES DIVISION

Washoe County School District

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Date: February 8, 2005

To: Student Teachers

From: Dayna Chapman, Substitute Services Technician

Re: **SUBBING (WITH PAY) FOR YOUR LEAD TEACHER**

We would like to clarify student teacher requirements for subbing (with pay) for your lead teacher. There are only two steps you will need to complete.

You will need to obtain your substitute or teaching license from the State Department of Education. For an application, log onto their website (www.nde.state.nv.us) or give them a call at 687-9115.

You must complete an on-line substitute teaching application through the Washoe Co. School District (www.washoe.k12.nv.us). Once we have received four favorable verifications of employment, you will be contacted to give us a call. At this point you will be given further instructions to complete the employment process.

It is important to remember that the entire process may take up to a month, so start early!

Note: Once you have completed your student teaching, you will be required to attend a substitute teaching orientation before you are allowed to substitute district-wide.