

## Kemp ISD 2018-2019 Substitute Training Information

Kemp Independent School District will be conducting a substitute training class on **Friday, September 28, 2018 at 9:30am** in the School Board Room of the Administration Building.

Please contact Cindy Bray, Human Resources Coordinator, at 903-498-1394 to register for this training. You may pick up a Substitute Application Packet at the Kemp ISD Administration Building from 8am-4pm Monday through Friday. *Kemp ISD will be closed on Monday, September 3, 2018.*

All applicants will need to return their packets with the following items when submitting their application to Cindy Bray before **Wednesday, September 19, 2018** to be eligible to attend this training session:

- High School Diploma/GED
- Driver License
- Social Security Card (*must be original*)
- Voided check or paper verification with the required routing number from a bank for a check cashing card
- Fingerprinting will need to have been completed & results received by Cindy Bray

**NOTE:** All substitutes in the State of Texas are required to be fingerprinted before qualifying to serve in a public classroom as a substitute. If you have already been fingerprinted to work or substitute in other districts, you will not be required to have this done. Cindy Bray will generate the process for you for this requirement. There is a \$47 fee for fingerprinting and it must be paid at the time you arrive to be fingerprinted at your chosen location.

**Anyone who returns their completed packet and has successfully passed the required fingerprinting process will be eligible to be placed on the active substitute database after the training on September 28<sup>th</sup>.**

If you have any questions, please call Cindy Bray at 903-498-1394 or email [cynthia.bray@kempisd.org](mailto:cynthia.bray@kempisd.org).