



Elkhart Lake-Glenbeulah School District

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Our Mission is to Challenge, Inspire, and Empower in a Caring, Innovative Learning Environment

July, 2023

To Whom it may Concern,

Thank you for contacting us about becoming a substitute for the Elkhart Lake – Glenbeulah School District. Throughout the year, because of illnesses, conferences, seminars, and unforeseen family emergencies and appointments, we need you to help out. You make it possible for school to move forward in a smooth manner when an absence occurs.

Enclosed is the paperwork necessary to start your application process. When you return the paperwork, we ask that you have your passport or driver's license and Social Security card with you so we can make copies for your background check (or you may bring/send copies). In addition, we will need a copy of your current teaching/substitute teacher license, and/or paraprofessional license/permit, and a voided personal check. Please return the completed paperwork to the high school as soon as possible to expedite your hiring. We also ask that you fill out the enclosed "Substitute Teacher Qualification Record" form. This form will help us to better place you with the grades you are willing to substitute for. Please indicate whether you would prefer to be contacted to sub at the high school (grades 9 – 12), middle school (grades 5 – 8), elementary school (grades Pre-K – 4), or if you can be contacted for any of the schools. In addition, the Wisconsin Department of Public Instruction has initiated a mandate for Child Abuse and Neglect and Reporting of Threats of School Violence Training. This mandatory training is for ALL and ANY employees who receive a W-2 form from the Elkhart Lake-Glenbeulah School District. This involves: substitute teachers, coaches, advisors, and employees. Once training is completed, it is good for 5 years. By law, the training must be completed within 6 months of their hire. A letter is enclosed explaining more details.

The current substitute pay rate for the upcoming school year is \$120 per day (substitute teachers for certified staff) and \$11.50 per hour (Substitutes for support staff).

On days you are asked to sub, you will be contacted by Frontline in the morning or the evening before, if the situation arises. When a last minute substitute is needed, Diane Hassinger or Carol Beardsley may also contact you to substitute at the elementary or middle schools and Tiffany Faber will call you if it is for the high school.

We truly appreciate your willingness to become a substitute for the Elkhart Lake-Glenbeulah School District and thank you for helping our schools continue to be great schools for great students.

**You will need a Frontline account to accept any substitute job openings, If you already have one once you have been approved your information will be entered and you may combine schools under one login. Once your account is set up you may download the APP from the app store. Frontline will always call and you will need your pin to accept jobs via phone. Otherwise, log in to the website or app and pick up the job. **

Sincerely,

Elkhart Lake-Glenbeulah School District

P.S. If you prefer to scan and email the documents back, please send them to: tfaber@goresorters.com. Thank you.

Elementary / Middle School: 251 East Maple Street, P.O. Box 518, Elkhart Lake, WI 53020 | Tel: (920) 876-3307 | Fax: (920) 876-3105

High School: 201 North Lincoln Street, P.O. Box 326, Elkhart Lake, WI 53020 | Tel: (920) 876-3381 | Fax: 920)876-3511

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