
West Orange Public Schools
Human Resource Department
179 Eagle Rock Avenue
West Orange, New Jersey 07052

Substitute Renewal Form

Must be returned by May 17, 2019, to Kim Stecher in HR

Name: _____ **Check if new address**

Street Address: _____

City, State and Zip Code _____

Home Phone: _____ **Check if new home phone**

Cell Phone: _____ **Check if new cell phone**

Indicate phone number to be used for Absence Management (Aesop): Home Cell

Email Address: _____ **Check if new email**

Please indicate one of the following:

- I would like to **remain on the active substitute list** for 2019-2020 school year
- I would like to be **removed** from the active substitute list for 2019-2020 school year

New Jersey Certificates you currently hold: (Please indicate subject as requested)

- Substitute Credential**
- Standard Certificate** Subject _____
- Certificate of Eligibility** Subject _____
- Certificate of Eligibility with Advanced Standing** Subject _____

Substitutes will be reappointed at the June 17, 2019 Board of Education Meeting.

I would like to be approved for 2019-2020 to substitute in the following areas:

- Teacher** **Paraprofessional** **Secretary**
- Lunch Aide** **Nurse** (must be a registered nurse)

Please return this form to the Office of Human Resources no later than **May 17, 2019**. Forms may be returned via email to kstecher@westorangeschools.org, fax 973-736-6526, regular mail or interoffice mail.

You will be removed from the West Orange Public Schools active substitute list if you do not respond.

Signature

Date