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

Substitute Renewal Form

Must be returned by May 18, 2018, 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 2018-2019 school year
- I would like to be **removed** from the active substitute list for 2018-2019 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 18, 2018 Board of Education Meeting.

I would like to be approved for 2018-2019 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 18, 2018**. 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