

# Newton County School System (NCSS)

## Required Documents for Substitute Teachers

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### **CERTIFIED DOCUMENTS**

- **Certified Online Application** – (Must include 3 references)
- **Copy of State Certificate** – (Current or Expired)
- **Copy of Out of State Certificate** - Requires School Day Observation Form – (Signed by Principal)
- **Teacher Evaluation** – (Most recent annual **OR** student teaching evaluation)
- **Official College Transcript** – (eScript **OR** mailed to HR)

### **CLASSIFIED DOCUMENTS**

- **Classified Online Application** – (Must include 3 references)
- **Official High School OR College Transcript** – (eScript **OR** mailed to HR)
- **School Day Observation Form** – (Signed by Principal)