



SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive, Sedalia, MO 65301-7981 p:660.829.6450 f:660-827-8938

**We thank you for your willingness to be a substitute
for the Sedalia School District.**

The Sedalia School District #200 actively seeks substitutes in all areas of employment. The documents and instructions for applying follows this document.

Special Attention to the last of this page referencing submission of the application

To apply for a teacher substitute position

- Substitute Teacher requires a Department of Elementary & Secondary Education (DESE) issued non-expired substitute certificate or non-expired teacher certificate
- Individuals that possess these documents need only to complete the application and the background screening
- Individuals that possess a minimum of 60 college credit hours need to complete the following
 - Application
 - Background Screening
 - Apply to DESE for a substitute certificate
- Individuals that do not possess 60 college credit hours may obtain a DESE issued substitute certificate thru the alternative method by following the instructions in the document titled:
"SUBSTITUTE CERTIFICATION PROCESS FOR THOSE THAT DO NOT HAVE 60 COLLEGE HOURS"

To apply for a substitute food service, para, or nurse position, a substitute certificate is not required. To apply, please complete the following documents

- Application
- Background Screening

To complete and submit application and the Missouri Applicant Fingerprint Privacy Notice:

- Click on the arrow in the upper left to navigate from document to document or click on each individual PDF icon on the left tool bar
- Once application is complete, on the left, right click on the icon labeled "Application Substitutes.pdf", click on extract from portfolio, and save on your device
- Using your email account, attach the saved document and email to:

scottt@sedalia200.org

**You will be notified by the district once your background screening is clear
and substitute certificate (if applicable) has been issued**

SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive

Sedalia, MO 65301

SUBSTITUTE FORM**A. SUBSTITUTE EMPLOYEE INFORMATION (To Be Completed by Substitute)**

Employee's Name (as listed on S.S. Card – LAST, FIRST, MI)			Social Security Number	Birth Date
Residence Address (PO Box and Street)	City	State	Zip	Phone Number
Email	Cell Phone Number		Do you prefer a call or text message? Call Text Both	
Please Check: Male Female	ETHNICITY – Please check one Hispanic/Latino NonHispanic/Latino		RACE – please check-you may choose more than one White Black Asian Indian/Alaskan Hawaiian/Pacific Islander	
Do you have substitute teaching experience? Yes No Are you a member of the Missouri Teacher/Non-Teacher Retirement System? Yes No Do you possess a valid Teacher's Certificate? Yes No Do you possess a valid Substitute Certificate? Yes No If no, do you have 60 college hours? Yes No If yes, you must mail official transcripts to DESE (instructions attached). Do you have a background clearance in the last 12 months? Yes No If yes, you must submit a copy of the clearance. If no, you must schedule a Fingerprinting Appointment (instructions attached).				
Name and Address of a person who will always know your address (DO NOT LIST SPOUSE).				
Name of Contact:				
Address (PO Box and Street)	City	State	Zip	Phone Number
Check ALL positions that you are willing to substitute: Teacher Aide Nurse Food Service Custodian Preference where you would like to substitute? (Mark all that apply) Pre-School Elementary (K-4) Middle School (5) Junior High (5-8) High School (9-12) Grade Level Desired: Subject Area(s) Desired: Days Available (check all that apply): Monday Tuesday Wednesday Thursday Friday Do you know sign language? Yes No Have you ever been asked to resign or been discharged from a job? If yes, explain Have you ever been arrested for, charged with, or convicted of a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced.) Have you ever plead guilty or nolo contendere (no contest) to a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced.) Has the Missouri Department of Family Services or a similar agency in any other state or jurisdiction ever issued a determination of finding of cause or reason to believe or suspect that you had engaged in the physical, emotional, psychological, or sexual abuse or neglect of a child? Yes No (This question must be answered) If the answer to any of the foregoing questions is "Yes", please explain. (You may use a separate sheet of paper.)				

SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive
Sedalia, MO 65301

SUBSTITUTE FORM**STATEMENT**

I HEREBY AUTHORIZE Sedalia School District #200 to complete a background check of all records to arrests, criminal convictions, and child abuse or neglect reports. In addition, I hereby authorize investigation of all statements in this application and understand that misrepresentation or omission of facts is cause for dismissal anytime during my employment period.

I understand the Board of Education shall not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of drugs or controlled substances; nor shall the Board tolerate the unlawful use, or being under the influence of alcohol by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action which may include employment termination and referral for prosecution. As a condition of employment, the employee must abide by the terms of this policy and will notify the superintendent of any criminal drug statute conviction for a violation occurring in or on the premises of this school district or while engaged in regular employment.

Should I be employed by Sedalia School District #200, I will support the educational program and follow all rules and regulations of the District. I agree to promptly notify the District of any changes of address during my employment.

Signature of Applicant

Date

B. PERSONNEL/PAYROLL RETIREMENT INFORMATION (OFFICE USE ONLY)

Job Duties	Substitute Teacher	Substitute Support	OASIS Member Verification: Plan	Active
Payroll Group			Retirement Reporting:	
Substitute Monthly on Demand			Not Reportable	
Substitute 550			Include in Annual Base Salary Report	
Department Substitute				
Fund Account No.: 001-1111-6121-4040-00000-1-100 (default)			Full Year Salary – Annual Base \$36,000 (default)	
Select a Tax Group: TX01			Full Year Salary – Annual Base \$	
Term of Position: 9			Reporting Category: (O) Non-Member PSRS as Non-Certificated	
			(X) Non-Member (R) Non-Member Retiree	
Ret. Full Time (do not check box)			Retirement Eligibility Date:	
Ret. Certified (do not check box)			OASIS Payroll Type: Regular Payroll	
TimeClock Plus				
ID:			Select Role: Substitute (999)	

***Missouri Applicant Fingerprint Privacy Notice**

The Missouri Applicant Fingerprint Privacy Notice includes three (3) sections.

1. The State and National Rap Back Privacy Notice
2. The Privacy Act Statement
3. The Noncriminal Justice Applicant Privacy Rights

State and Federal Rap Back Privacy Notice

Applicants submitting their fingerprint images to the Central Repository for a fingerprint based criminal record check are advised that their fingerprint images will be retained in state and federal biometrics databases, pursuant to Section 43.540 RSMo. If the submitting agency participates in the State or State and National Rap Back Programs, fingerprint images will be submitted, searched and retained for the purpose of being searched against future submissions to the State and National Rap Back programs; fingerprint searches will also include latent print searches.

The "Missouri Rap Back Program" and "National Rap Back Program" shall include any type of automatic notification made by the State Missouri and/or the Federal Bureau of Investigation through the Missouri State Highway Patrol to a qualified entity indicating that an applicant who is employed, licensed, or otherwise under the purview of the qualified entity has been arrested for a reported criminal offense and the fingerprints for that arrest were forwarded to the Central Repository or the Federal Bureau of Investigation by the arresting agency.

By signing the Missouri Applicant Fingerprint Privacy Notice you are acknowledging the receipt of and agreeing to the terms of the State and National Rap Back Privacy Notice, the Noncriminal Justice Applicant Privacy Rights, and the Privacy Act Statement.

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>. If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry.

Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

1 Written notification includes electronic notification, but excludes oral notification. 2

<https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement> 3 See 28 CFR 50.12(b). 4 See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)

08/23/2018 MSHP

Signature: _____

Date: _____

**SEDALIA SCHOOL DISTRICT #200
2806 MATTHEW DRIVE – SEDALIA, MO 65301
660-829-6450**

**To be fingerprinted, you will need to register first following the instructions below.
The Site for Fingerprinting in Sedalia is**

**Pettis County Sheriff's Dept
319 S. Lamine
Open Monday – Friday – 9:00 am to 1:00 pm**

FINGERPRINTING FEE: \$41.75

HOW TO REGISTER PRIOR TO FINGERPRINTING

Internet Registration

1. Go to www.machs.mo.gov.
2. Click the blue icon "click here to register with the fingerprint portal".
3. Click the blue icon "click here to register with MACHS".
4. Enter the 4-digit registration number in the space provided. The 4-digit numbers are listed below. Enter the one that fits your type of employment for which you are being fingerprinted. Click enter.
 - 1584 – Certified Teacher
 - 1585 – Substitute Certificate (must have minimum of 60 college hours)
 - 1586 – Non-Certified – not require a sub certificate
 - 1587 – Bus Drivers
5. Clicking "enter" will automatically return a message displaying the name and identifying information of the school district. If the school district information that populates is incorrect, please check that you have entered the correct 4-digit registration number.
6. Proceed by entering your personal demographic data into the spaces provided. Mandatory fields are marked by a red *. When you are finished, click "Register".
7. An 8-digit Transaction Control Number (TCN) will be displayed. This number will be used to track your fingerprints through the background check process.
8. Once you have verified that the information you have entered is correct, click "Complete Registration".
9. After reading thru the Noncriminal Justice Applicant's Privacy Rights, click "Complete Registration".
10. Confirm the person being fingerprinted is correct by clicking on "correct".
11. Click on the green icon register for Digital Fingerprinting Services
12. Fingerprinting locations will be displayed, click the blue words CLICK HERE.
13. The next screen will display the UEID # and the TCN #. Please print or record this in some fashion as you will need both numbers when you are fingerprinted.
14. Click on find a location and enter either a zip code, city and state, or airport code. Click Search.
15. Click on a location to view the days and hours the facility is open.

Sedalia School District #200 is an equal opportunity and affirmative action employer

Substitutes may receive reimbursement for the cost of fingerprinting once they have completed ten (10) full days of substituting in the Sedalia School District #200. It is the substitute's responsibility to make the request for reimbursement. Proof of payment must be presented with the request.



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SUBSTITUTE CERTIFICATION PROCESS FOR THOSE THAT HAVE 60 COLLEGE HOURS

You need a substitute certificate in order to work in the Sedalia School District #200. It is your responsibility to complete the application process thru the DESE website.

To access the system, you will first be required to **create a user ID and password**. It is extremely important that you remember the user ID and password you created. These will be used to access your certification record and all future applications you wish to submit to the Department. **NOTE:** You should create only one user ID. Creation of multiple user ID's will lock the system and you will be unable to access your profile page and certification record.

You will access the webpage to create your user ID and password at the following website:

<https://k12apps.dese.mo.gov/webLogin/login.aspx>. You then need to click on register. After you have your user ID and password established, you will need to click on the link under User Information that is titled "Educator Certification System – Request Educator Access." Once you have requested access as an Educator (after you have done this once, you will not be asked to do it again), then you will click on the link under Office of Educator Quality that is titled "Educator Certification System". You will then be asked to enter your Social Security Number and Birthdate.

You should now be in the new Certification System where you can access your records and apply for your substitute certificate. By completing the online profile AND an application, you will be able to access your certificate within a few weeks. The new system will also show the status of your background clearance.

You will access your certification account by choosing "DESE Web Applications" at the [DESE Homepage \(https://dese.mo.gov\)](https://dese.mo.gov). As you complete your online profile and application, you will take the following steps:

Profile Page

- Enter your information on the Profile page, click the "Save Profile" button
- You should use your proper/legal name that matches the name on your transcript. You may also add former names. If you enter an incorrect name, social security number, date of birth or gender, you must contact DESE to correct this information. You may contact Educator Certification at 573-751-0051 or certification@dese.mo.gov
- Next you will complete your contact information (address, phone, email)
- You will only be able to update and revise your contact information on the profile selection.

Education—Please click on the link to the left in the menu.

- Select the colleges and universities you have attended.
- Official transcripts **MUST** be mailed to DESE to the address listed on the web page.

New Applications—Links to all available applications are to the left in the menu. Please note: There is a \$50 fee to obtain a substitute certificate.

- Click on Substitute Cert.
- Answer the four (4) questions under the professional conduct section
- Click on content substitute
- Click on I accept
- Click on Submit to DESE

At the end of the application process, you will be required to make payment on-line to DESE.

Printing Your Substitute Certificate

- With this online system, you will **not** be mailed a paper certificate. You will be able access your certificate electronically and print your own certificate.
- When your certificate is issued, you will click to the left of your profile page on the "Certificate Status" link. This link is where you will view and print your Substitute Certificate.

If you have additional questions, please contact certification@dese.mo.gov.



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SUBSTITUTE CERTIFICATION PROCESS FOR THOSE THAT DO NOT HAVE 60 COLLEGE HOURS

A Content Substitute certificate may be granted to an individual who has a high school diploma, General Education Diploma (GED) or High School Equivalency Test (HiSET) and has successfully completed a minimum of twenty (20) clock hours of department-approved substitute teacher training that includes professionalism, honoring diversity, engaging students, foundational classroom management techniques, basic instructional strategies, supporting students with special needs, and working with at-risk youth.

Requirements to obtain a substitute certificate

- Register and successfully complete the on-line training
 - Go to this site: <https://www.frontlineeducation.com/pages/resources/modese/>
 - Click on Register Now
 - Current employees – click on I’m a registered user
 - Sign in using the credentials you use to clock in and out
 - Make any necessary changes, then click Update & Continue
 - Click at the bottom the “I Agree” box
 - Click Submit
 - Enter your credit card information
 - Continue as instructed
- Apply to DESE for a substitute certificate
 - Go to this site: <https://dese.mo.gov>
 - Click on Web Applications
 - If you already have an account – log in
 - If you do not have an account – click on register and complete as requested
 - Click on Educator Certification System
 - Either update or complete the Educator-Profile area, Save Profile
 - On the left, click on the Substitute Cert link
 - Complete as requested – be sure to select content substitute
 - Submit
 - Mail to DESE, P.O. Box 480, Jefferson City, MO 65102
 - Copy of your GED or High School Diploma or HISET
 - Copy of Training Certificate
- Complete a fingerprinting background check
 - Go to this site: www.machs.mo.gov
 - Click the blue icon “click here to register with the fingerprint portal”.
 - Click the blue icon “click here to register with MACHS.”
 - Enter the 4-digit registration number 1585 in the space provided.
 - Continue with the registration as instructed
 - Retain the registration number as it is required at the fingerprint site
 - Fingerprinting is available at the Sheriff’s Dept M-F from 9-1

Upon issuance of the substitute certificate the District will process the reimbursement of costs associated with obtaining the certificate which includes the cost of the training, substitute certificate fee, and fingerprint fee. Receipts are required for reimbursement.