Regional Office of Education #45 - Monroe/Randolph Counties

134 N. Main St, Red Bud, IL 62278; (618) 473-8945

Ryan McClellan, Regional Superintendent of Schools

Jill Nobbe, Assistant Regional Superintendent of Schools

Request for Authorization to Employ a Substitute Teacher Longer Than 30 Days

IEIN:	Name:	
Street Address:		
City:	State:	Zip Code:
Circle one: PEL ELS Sub	Phone Number:	

District Information - All Parts Must Be Completed

School Name:	
Building Administrator Name:	
District:	
Reason for Emergency Need:	
Grade Level and Subject Area of Position:	
Start Date:	Projected End Date:

As Administrator of this entity, I certify that I have been unable to secure the services of an appropriately certified or approved educator and that any approved individuals interviewed did not meet district criteria for hire. I also certify that our district will continue to advertise and seek an appropriately certified individual.

_____ _____ _____

Principal Signature | District Superintendent Signature | Date

_____ _____

Regional Superintendent Signature | Date