

## Requirements for Becoming a Substitute in Denton ISD

- Completion of an Application for Employment as a Substitute online
- Attend a Denton ISD Substitute Orientation.
- Photocopy of Teaching Certificate (if applicable)
- Official transcript verifying degree
- Official transcript verifying 60 semester hours
- Photocopy of high school Diploma or G. E. D. equivalency certificate
- Two forms of identification as required by U.S. Department of Justice (State Drivers' License and Social Security Card are acceptable for identification purposes)
- Completion of classroom observation hours (*to be completed after attending a Denton ISD orientation*)
- Two letters of recommendation with letter-head, signature, and contact information included (**at least one must be from a professional reference**)
- Fingerprinting Receipt

**\*\*No documents will be accepted or processed until after you attend an orientation\*\***

**Applicants, who meet all of the requirements and complete the necessary procedural process as outlined above, will be added to our active substitute list. We will not accept faxed documents. Please allow 2-4 weeks to process your paperwork (which is completed after you have attended an orientation).**