SUBSTITUTE TEACHER INFORMATION

Substitute Teachers Daily rate: $130.00/full day - $65.00/half day in Laramie County School District #1.

SUBSTITUTE TEACHER GUIDELINES

All Substitute teachers must have earned sixty (60) semester hours from a regionally or NCATE accredited institution.

- Complete the LCSD1 employment application in Frontline AND:
  - Obtain a Wyoming Substitute Permit/Wyoming Certification. To obtain a Substitute Permit or a Wyoming Certification:
    - Application for substitute permit/certification.
    - Official transcripts from your graduating college/university.
    - Wyoming History or constitution requirement (For Certification).
    - Fingerprinting
      - Fee: $50 for fingerprinting, $75 for permit, total of $125 (paid to PTSB).
  - After LCSD1 receives your substitute Permit/Certification and screen applications, you will be contacted to complete following forms:
    - W-4 form.
    - Employment Eligibility Verification, Form I-9 (Please have two (2) forms of ID - drivers license, birth certificate, Social Security Card, etc.) Copy of transcripts (The substitute Office will accept a photocopy). Reference letters
    - Release of CPS Files.
  - Substitute Permits/Certifications are issued by the Professional Teaching Standards Board and are renewable every years.
  - If you have any questions, please contact the LCSD1 Substitute Office at 307-771-2122.