You must update your application once a year.

Senate Enrolled Act 52 requires any employee initially hired by LCSD1 on or after July 1, 1996 to submit to fingerprinting for a Background Check with DCI (Division of Criminal Investigation).

LCSD1 has a random/reasonable cause Drug Testing Policy in effect. For more information, please refer to Board Policies.

Substitute Teacher Application Guidelines

All Substitute teachers must have earned sixty-five (65) semester hours from a regionally or NCATE accredited institution.

- Complete the LCSD1 employment application in SchoolStream AND:
- Obtain a Wyoming Substitute Permit/Wyoming Certification. To obtain a Substitute Permit or a Wyoming Certification, apply at the Professional Teaching Standards Board, 1920 Thomas Ave, Suite 400, Cheyenne, WY 82001. 307-777-7291. They will require:
  - Application for substitute permit/certification.
  - Official transcripts from your graduating college/university.
  - Wyoming History or constitution requirement (For Certification).
  - Fingerprinting
  - Fee: $50 for fingerprinting, $50 for permit, total of $100.

- After LCSD1 receives your substitute Permit/Certification and screen applications, you will be contacted to complete the following forms:
  - W-4 form.
  - Employment Eligibility Verification, Form I-9 (Please have two (2) forms of ID - drivers license, birth certificate, passport, Social Security Card, etc.) Copy of transcripts (The substitute Office will accept a photocopy). Reference letters (If desired). Consent to Release of CPS Files.

- Substitute Permits/Certifications are issued by the Professional Teaching Standards Board and are renewable every five (5) years. If you have any questions, please contact the LCSD1 Substitute Office at 307-771-2122.