

Regional Office of Education #3 ~ Bond, Christian, Effingham,
Fayette & Montgomery Counties

Julie Wollerman, Regional Superintendent of Schools
Annette Hartlieb, Assistant Regional Superintendent of Schools



Request for Authorization to Employ Substitute Teacher in an Emergency
For No Longer than 30 Days

IEIN/SS#	Name:	Phone:
Street Address:		
City:	State:	Zip Code:
Circle one: PEL, ELS, Sub	License # :	

District Information – All Parts Must be Completed

School Name and District:	Phone:	
School Address:		
City:	State:	Zip Code:
Reason for Emergency:		
Grade Level and Subject area of position being filled:		
Start Date:	Projected End Date:	

As administrator of this entity, I certify that I have been unable to secure the services of an appropriately certificated or approved educator and that any approved individuals interviewed did not meet district criteria for hire.

District Superintendent Signature: _____ Date: _____

Regional Superintendent Signature: _____ Date: _____