

## Union School Corporation Substitute Teacher Process

1. Submit a clean background check to Union School Corporation. See below for more information.
2. Visit <https://license.doe.in.gov>
3. Create a Profile
4. Follow Instructions
5. After completing the online process, please e-mail us at [alindsey@usc.k12.in.us](mailto:alindsey@usc.k12.in.us) so we can verify your application online.
6. After we have verified your application, print your certificate and send it to:  
Union School Corporation  
ATTN: Abbie Lindsey  
8707 W US HWY 36  
Modoc, IN 47358
7. We will then add your name and contact information to the Sub Caller's list.

The first time you sub, please be sure to visit the Central Office to complete your paperwork. Be sure to bring two pieces of identification. Acceptable identifications for the i-9 form are listed here <http://www.uscis.gov/i-9-central/acceptable-documents>

## Background Check

1. Complete the background check with Safe Hiring located on the Union School Corporation website under Central Office, Human Resources, Safe Hiring.
2. Once your background check has been cleared you will be added to our sub list.

After completing the Background Check, be watching for 2 emails from KidTrak. You should expect these within 24-48 hrs.

**YOU MUST COMPLETE THE KIDTRAK PORTION WITHIN 24-48 HRS. If you do not, your background check will expire and you will have to start the process over again, including the fees.**