



# South Range Local Schools

*... a school family serving children and those who love them*

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11375 Columbiana-Canfield Rd. • Canfield, Ohio 44406 • Phone: 330-549-5226 • Fax: 330-549-4740  
Dennis J. Dunham, *Superintendent* ddunham@southrange.org • James Phillips, *Treasurer/CFO* jphillips@southrange.org

Dear South Range Substitute Teacher Applicant:

In order for you to be put on the substitute teacher list, there are several items we will need from you.

These items are as follows:

- A current resume
- A copy of your current teaching license
  - If you do not have a substitute teaching license, you will need to apply for one with the Ohio Department of Education. Please visit <http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Substitute-Licensure> for information and to begin the process. Please make sure that you indicate that you wish to substitute at South Range Local Schools on your online application. The district IRN # is 048363.
- A current copy of your fingerprint report (FBI & BCII) – within the last year
  - If you need fingerprints you can call the Mahoning County Educational Service Center, 7320 North Palmyra Road, Canfield, Ohio 44406, at 330-533-8755 for an appointment. All fingerprinting is done electronically as required by the state.
- A substitute teacher application filled out

Please submit these above items to the Board of Education Office. Once we have received **all** of the above items, your application will be forwarded to the superintendent and put on the agenda for the next Board of Education Meeting for approval.

Once approved, your name and phone number will be placed on the substitute teacher list. If you are contacted to sub, please contact the Treasurer's Office immediately at 330-549-5745 for payroll information and paperwork requirements.

Thank you for your interest in South Range Local Schools.

*Board of Education*

Taylor Christian • Terri Lally • Amy White • Ralph Wince • Corey Yoakam



**South Range Local Board of Education**  
**11375 Columbiana Canfield Rd.**  
**Canfield, OH 44406**  
 Phone: 330-549-5226 Fax: 330-549-4740



### Substitute Application

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Number & Street City State Zip

Colleges Attended:	Years Attended	Degree & Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

Undergraduate Major: \_\_\_\_\_ Total Hrs. \_\_\_\_\_

Undergraduate Minor: \_\_\_\_\_ Total Hrs. \_\_\_\_\_

Student Teaching \_\_\_\_\_  
School Subj./Grade Level

Certificate/License: Circle types you hold or for which you are eligible:

Provisional    Permanent    Professional    Special    License

Indicate subject areas listed on your certificates/license:

\_\_\_\_\_

Certificate/License Number \_\_\_\_\_ Date Issued \_\_\_\_\_

Have you previously substituted in the Mahoning County Schools? \_\_\_\_\_

If yes, please complete below:

School District and year(s)  
 \_\_\_\_\_

School District and year(s)  
 \_\_\_\_\_

Preferred Grades \_\_\_\_\_ Days Available \_\_\_\_\_