

Orleans Central Supervisory Union

130 Kinsey Road, Barton, Vermont 05822

Tel: (802) 525-1204 ♦ www.ocsu.org ♦ Fax: (802) 525-6260

Thank you for your interest in substituting for Orleans Central Supervisory Union!

You have the option to print /complete the forms ahead of your appointment, otherwise you can complete the packet when you arrive. Sub Packets are available at the main entrance of COFEC.

Please contact me at 802-525-1204, ext.130 or [click here](#) to schedule an appointment to deliver/complete your paperwork and to complete the Fingerprint Authorization Certificate (or secondary dissemination) and I-9 form. When you come in for the appointment, please bring the following:

- \$15.00 Background Check Fee (exact change or check made out to OCSU)
- Required ID's to complete the Federal I-9 form (see I-9 acceptable forms of ID.)

Background Check Forms: You will need to make an appointment to complete the authorization form before you are fingerprinted as well as provide the required identification for the I-9 verification. You will then need to make an appointment at your local Sheriff's Department (Orleans County Sheriff Dept: 334-3333 or schedule online at [St. Johnsbury PD](#)) to have the fingerprinting done. There is a fee payable to OCSU for \$15.00 to process the background check as well as a fee at the Sheriff's Office/PD of \$35.00. You can make this appointment now, but please do not schedule it for a date prior to our appointment as I have the form you need to take with you. Before you can begin substituting, we must receive your Criminal Background Check receipt from you. *If you have worked in a VT school within the last year, you will have the option to complete a secondary dissemination request in lieu of the fingerprint process here at Central Office.*

Thank you,

Monica Fisher

Human Resources Coordinator

Orleans Central Supervisory Union

Substitute Onboarding Checklist

Name: _____ AMS: _____

Date/Time of Appointment: _____ Date approved to Start: _____

Please click on each item and complete them in preparation for your appointment with HR. If you do not have printing capabilities, please inform HR prior to your appointment. You can schedule an appointment with the HR Coordinator [here](#) or by calling 802-525-1204 x130.

- _____ [Employment Application](#) or Resume
 - _____ Contact information for last 3 employers (or 3 references)
 - _____ Copy of High School Diploma or College Transcripts (N/A if under 18)
 - _____ 3 Letters of Recommendation (dated within the last 3 years)
- _____ [Substitute Questionnaire](#)
- _____ [W-4](#)— [\(IRS Estimator Tool\)](#)
- _____ [W-4 VT](#)
- _____ [Direct Deposit Form](#)
- _____ [Declaration of Healthcare](#)
- _____ [Confidentiality Statement](#) (review/sign on second page)
- _____ [Mandated Reporter Statement](#) (review/sign on second page)
- _____ [2026-2027 Pay Dates](#)*
- _____ [2026-2027 OCSU Calendar](#)*

Additional paperwork to complete at appointment:

- _____ [I-9 \(Forms of ID\)](#)
- _____ AHS Registry Consent Form (will provide at appointment)
- _____ Secondary Dissemination Request (will provide at appointment)
- _____ VCIC Form (will provide at appointment)
- _____ \$15.00 (exact change or check made payable to “OCSU”)

***These items do not need to be submitted back to HR.**

INTERNAL USE ONLY

- | | | |
|--|--------------------|-------------------------------|
| _____ Fingerprint Receipt Received | _____ Added to ERP | _____ Added to AMS |
| _____ Added to New Hire List for state reporting | | _____ Email Confirmation sent |

Last Revised: 09/23/2024