

Email To: JRussell11@schools.nyc.gov

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Subject: Substitute Teacher Renewal Request for 2014-2015: APPROVED

Dear RUSSELL, JORDAN :

New York State Teacher Certification Status: **UNCERTIFIED**

We are pleased to inform you that you have been APPROVED to continue to provide Substitute Teacher service during the 2014-2015 school year, subject to your remaining in good standing (as determined by the Office of Personnel Investigations). In order to check that you are in good standing, you must Register/Sign-in to the SubCentral system (see below). If you are able to Sign-in, you are deemed to be in good standing, as of that time.

As a Substitute Teacher, you are required to Register and use the SubCentral system. If you do not Register, you will NOT be called or assigned to any jobs. Please try to access your SubCentral account using your established Access ID (File #) and PIN. The SubCentral system may be accessed as follows:

1) Website: <https://subcentral.eschoolsolutions.com>

2) Telephone: 718-935-6740

Please remember that you must be available to work on the days that you indicate that you are available. You must have a working telephone and you will be expected to respond to job offers. Offers for employment will not be left on answering machines. If you are not available to work, it is your responsibility to update the SubCentral System by entering your unavailable dates. The SubCentral system will be monitored regularly to ensure that you are managing it appropriately. Failure to do so may result in your termination as a substitute teacher. For further assistance, please contact the SubCentral office by telephone (718-935-4401).

NOTE: Since you are not certified as a teacher by the New York State Education Department, you are NOT eligible to accept long-term substitute assignments in the same classroom.

ONE of the requirements for RENEWAL of your service for the 2015-2016 school year is that you provide at least 20 days of Substitute Teacher service during the 2014-2015 school year. Additionally, Substitute Teachers who are not certified as Teachers by the New York State Education Department and whose employment as a day-to-day Substitute Teacher exceeds forty (40) days, must submit documentation of their having completed at least six (6) professional teacher education credits (taken during the 2014-2015 school year) by August 15, 2015. This requirement shall remain in effect until the Substitute Teacher completes 21 professional teacher education credits, as required by New York State. In addition, you must receive Satisfactory ratings from all schools served, be in good standing (as determined by the Office of Personnel Investigations), and fulfill any additional requirements that may be established as a condition for renewal. It is your responsibility to be aware of and to meet ALL the renewal requirements set forth for the 2015-2016 school year. The list of the requirements for renewal will be available, by January 1, 2015, at the following website: <http://schools.nyc.gov/Offices/DHR/SubTeachers.html>

If you have any questions, please write to subteacherjobs@schools.nyc.gov.

Thank you for serving the New York City Public Schools.

New York City Department of Education
Office of HR School Support
Substitute Application Processing Unit
65 Court Street, Room 504
Brooklyn, NY 11201