



TO: Substitute Teacher

SUBJECT: Intent to Substitute Teach

You are currently on the active list as a substitute teacher for the Wake County Public School System (WCPSS). *Please note that as a substitute teacher your services will only be used on an as needed, daily basis. You are not considered a full-time or permanent employee. You are not eligible to earn leave, benefits or to participate in the retirement system.*

As an active participant in the Automated Substitute Placement system (AESOP), the school system will make every attempt to contact you when a permanent teacher needs to be out and your services are needed for that particular absence. You have the option to accept or to deny the request for your services. However, the school system reserves the right to remove your name from the active substitute list at any time and for any number of reasons, including denials of requests for your substitute teaching services, complaints from principals and their schools, or any other concerns which may surface.

IF YOU WISH TO HAVE YOUR NAME ON THE WCPSS SUBSTITUTE TEACHER LIST FOR THE 2011-2012 SCHOOL YEAR, PLEASE COMPLETE THE BOTTOM HALF OF THIS FORM AND RETURN IT TO THE SUBSTITUTE TEACHERS OFFICE IMMEDIATELY. \*

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**Mail to Renata McAdams at the above address or send through school courier.**

\_\_\_\_\_ Yes, I would like to work as a substitute teacher for the school year **2011-2012**  
By my signature below I have read and understand the above conditions to work as a substitute teacher for the Wake County Public School System and agree to those conditions.

\_\_\_\_\_ No, I do not wish to accept this offer to substitute teach. If no, please indicate reason:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print full name)

\_\_\_\_\_  
(Employee ID)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

***\*IF YOU DO NOT RETURN THIS FORM BY JUNE 30, 2010, YOUR NAME WILL BE REMOVED FROM THE ACTIVE SUBSTITUTE TEACHER EMPLOYEE LIST. YOU WILL BE CONSIDERED TO HAVE RESIGNED FROM EMPLOYMENT AS A SUBSTITUTE TEACHER EMPLOYEE.***

*"Our mission is to establish quality systems to recruit, retain and develop committed employees who promote student success."*