

## Kemp ISD 2017-2018 Substitute Training Information

Kemp Independent School District will be holding trainings for new substitutes on **Wednesday, September 6<sup>th</sup>** in the School Board Room of the Administration Building.

Please contact Karen Warnock, Human Resources Specialist, at 903-498-1394 to register for one of our training times. You may pick up a Substitute Application Packet at the Kemp ISD Administration Building Monday through Thursday 7:30am-4:30pm through July 28<sup>th</sup>. Beginning July 31<sup>st</sup> you may pick up packets from 8am-4pm Monday through Friday.

All applicants will need to bring the following items when submitting their application to Karen Warnock:

- High School Diploma/GED
- Driver License
- Social Security Card (*must be original*)
- Voided check or paper verification with the required routing number from a bank for a check cashing card

All substitutes in the State of Texas are required to be fingerprinted before qualifying to serve in a public classroom as a substitute. If you currently have required fingerprinting for substituting in other districts, you will not be required to have this done. Karen Warnock will generate the process for you for this requirement. The fee for fingerprinting is approximately \$45 and must be paid when setting up your appointment to be processed at an approved location.

If you have any questions, please call Karen Warnock at 903-498-1394 or email [karen.warnock@kempisd.org](mailto:karen.warnock@kempisd.org).