

Larkspur-Corte Madera School District
230 Doherty Drive
Larkspur, CA 94939
Linda Tarantino - ltarantino@lcmschools.org
(415)927-6960, ext. 2

Certificated Substitute Registration

Name (As it appears on your S.S. Card): _____

Address (Number and Street): _____

(City, State, Zip): _____

Date of Birth (month/date/year): _____

Phone (this will be your Log In ID): _____

Email: _____

Emergency Contact: Name: _____ Phone #: _____

I wish to sub at all district schools

OR I only wish to sub at the following schools:

Neil Cummins Elementary (TK-5)

The Cove School (K-5)

Hall Middle School (6-8)

We also have needs for classified subs: paraprofessionals (special education aide); secretary; campus support (classroom aide, yard duty), library clerk and more. If you are intersted in subbing in these positions, please complete the *CE for CL Sub Registraiton form (available online or by emailing ltarantino@lcmschools.org).*

Please read and sign below:

I understand I must be registered with MCOE and be active on the County's Substitute list.

I understand that I must provide my confirmation number (CONF #) to the site secretary when I arrive.

I understand that I must not accept jobs that are not logged through Absence Management.

(you can accept a job directly from a teacher but it must also be entered into the AM system)

I agree to answer all calls from AM on days on which I am scheduled to work

(If a sub has a job assigned and AM calls them the morning of the job, then it is to cancel that job)

I agree that if AM has made a reasonable attempt to cancel a job, I will not be paid for showing up.

I agree to notify the district if there are any changes to the information provided.

Signature: _____

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|---------------------|------------|--------|---------|-------|------|------------|---------------------|
| for office use only | | | | | | | |
| STRS: | NON-MEMBER | MEMBER | RETIRED | ELECT | PERS | W4: S or M | No. Dependents ____ |
| | CLASSIC | PEPRA | | | | | PIN: _____ |