

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 #: _____

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: _____

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