

## ***Instructions for Completing the Update Form***

***In order to provide updated information and be considered a substitute teacher for the upcoming 2017-2018 school year, please read the information in the Update Form and complete all required information. Once you complete the required information, type your name a second time, date the form and click on the box for the Electronic Signature. Review the form for accuracy and click the submit button. You will receive a message thanking you for your submission.***

**[Substitute Teacher Update Form 2017-2018](#)**