

Substitute Hiring Checklist

We need the following documents for our official records, even if you have submitted items before. You may not begin working until all documents have been collected during the orientation session, and you have signed your official offer letter.

- Copies of personal identification** (Review “List of Acceptable Documents” page)
 - U.S. Passport OR Driver’s License with SSN Card
- TB Test Results (Negative)**
 - Test must be dated less than 12 months ago
 - Please submit a new copy, even if you have previously submitted one
- Official College/University Transcripts**, bachelor’s degree must be conferred. *Unofficial transcripts or copies of degree will not be accepted.*
- Resume** complete with up-to-date address, phone number, and email address
- Designation of Beneficiary** (Completed Sections A, B, and C; Signatures of two witnesses.)
- Department of Homeland Security I-9 Form, page 1** (Section 1 completed by you)
- Department of Homeland Security I-9 Form, page 2** (please leave blank)

In addition to the above documentation, you also must pass **drug testing** and **fingerprinting**. DCPS will receive those results electronically; you do not need to provide any documentation.

A fingerprinting clearance remains valid for 2 years, and a drug testing clearance remains valid for 60 days. If you have previously completed these items within these time frames, you do not need to re-do them.