Substitute Teacher Paperwork Checklist

Employee’s Name: _____________________________________

- Personnel Action Form
  - PERS 900 for new employees
  - PERS 910 for returning employees
- VITA Sheet (PERS 150)
- I-9, Employment Eligibility Form
- Illinois Teaching or Substitute Teacher Certificate
- PERS 944, Campus Security Act Conviction Information Request form
- Fingerprinting Memo
- TB Test Results (may be completed up to 90 days after begin date)
- CANTS 22 DCFS Mandated Reporter form