

Substitute Teacher Application Form

(For situations when an approved high school College Now teacher will be gone from class for longer than two weeks. Substitute instructors must complete the following application for review and consideration as to whether the course will still receive college credit)

Substitute Teacher Information

Name _____

Phone _____

Email Address _____

Date of Birth (required): _____

School Information

School _____

School Address _____

City, State, Zip _____

School Phone _____ School Fax _____

Name of the approved high school instructor needing a substitute _____

College Now courses taught during the duration of the leave _____

Course Dates: Course start date: _____ Course end date: _____

Dates of anticipated substitute duration. Start date: _____ End date: _____

SMSU Faculty mentor name: _____

Principal Signature _____ Date _____

Principal Email _____

Include all of the following to complete the application:

1. Substitute Teacher Application Form (this form)
2. A letter from the regular approved high school teacher explaining the situation and need for a substitute along with an explanation of any assistance they plan to provide during their leave
3. Current/updated resume from substitute teacher
4. Transcripts from substitute teacher (undergraduate and any/all graduate work completed – unofficial copies are fine)

Fax to: College Now Program (507) 537-6472

Mail to: College Now, SMSU, 1501 State Street, Marshall, MN 56258 or E-mail: Jessica.Mensink@SMSU.edu