

Mecklenburg County Public Schools

SUBSTITUTE TRAINING



WHEN: TUESDAY, SEPTEMBER 12, 2017

WHERE: MCPS CENTRAL OFFICE

TIME: 9:00 a.m. – 12:00 p.m.

**YOU MUST HAVE THE FOLLOWING ITEMS WITH YOU IN ORDER
TO PARTICIPATE IN TRAINING:**

- 2 Money Orders or Certified Checks
1 for \$10.00 - made payable to VA Dept. of Social Services (Child Abuse & Neglect Registry)
1 for \$25.00 – made payable to Mecklenburg County Public Schools (Fingerprinting/Background Check)
- Copy of your On Line Application (Only On Line apps will be accepted - NO hand written applications)
- TB Test Results – You can have this done at the Mecklenburg County Health Department or at a Doctor's office of your choice. (Either is at your expense)
- Proof of highest level of education – A Copy of your High School or College Diploma or Transcripts
- Driver's License
- Social Security Card or Birth Certificate
- A voided check