

Mecklenburg County Public Schools

SUBSTITUTE TRAINING



WHEN: THURSDAY, JANUARY 19, 2017

WHERE: MCPS CENTRAL OFFICE

TIME: 9:00 a.m. – 12:00 p.m.

CONTACT KIMBERLY BROWN @ (434) 738-6111 EXT. 1020 FOR ANY FURTHER INFO
NEEDED

YOU MUST BRING THE FOLLOWING ITEMS WITH YOU:

- 2 Money Orders or Certified Checks – (1) \$10.00 payable to VA Dept of Social Services (Child Abuse & Neglect Registry Check) and (1) \$25.00 payable to Mecklenburg County Public Schools (Fingerprinting/Background Check)
- \$8.09 in Cash - Mecklenburg Co. Health Dept fee for Tuberculin Test
- Copy of your On Line Application (Only On Line apps will be accepted - NO hand written applications)
- Proof of highest level of education
- Driver's License
- Social Security Card
- Birth Certificate
- A voided check

We look forward to having you join us for this training!