

**Boston Public Schools**  
**SUBSTITUTE MANAGEMENT DEPARTMENT**  
**PER-DIEM & LONG-TERM SUBSTITUTE**  
**REQUEST FORM**

**STANDARD**

THIS FORM **MUST** BE COMPLETED FOR ALL **NEW** PER-DIEM AND LONG-TERM SUBSTITUTE TEACHERS TO BE ASSIGNED EXCLUSIVELY TO **YOUR** SCHOOL.

**ALL SUBSTITUTE TEACHERS MUST BE CORI/SORI CLEARED BY HUMAN RESOURCES PRIOR TO THE START OF EMPLOYMENT.**

**YOUR SCHOOL'S PRINCIPAL OR HEADMASTER  
MUST SIGN BELOW IN ORDER TO COMPLETE THIS FORM.**

**NEW POLICY**

**ALL LONG-TERM SUBSTITUTE TEACHERS MUST BE LICENSED IN THE SUBJECT AREA OF WHICH THEY PLAN TO TEACH.**

**PART 1**

**REQUEST FOR HUMAN RESOURCES ASSIGNMENT**

**PART 2**

**PER-DIEM & LONG-TERM SUBSTITUTE INFORMATION**

FULL LEGAL NAME			
E-MAIL ADDRESS		PHONE #	
HAVE YOU EVER WORKED FOR THE BOSTON PUBLIC SCHOOLS OR THE CITY OF BOSTON?			
IF YES, PLEASE INSERT EMPLOYEE ID#		OR SOCIAL SECURITY#	
<i>I am waiving the mandatory passing grade (85+) of the Utah State Exam.</i>			<b>Click to Check</b>
<i>I am waiving the mandatory Human Resources Interview.</i>			

**PART 3**

**LONG-TERM SUBSTITUTE ONLY**

LICENSE NUMBER		SUBJECT AREA(S)	
REPLACED TEACHER		TEACHER'S PC #	
ASSIGNMENT LONGEVITY			

\_\_\_\_\_  
NAME OF SCHOOL

\_\_\_\_\_  
PRINCIPAL / HEADMASTER SIGNATURE

\_\_\_\_\_  
DATE

FAX COMPLETED FORM TO: 617-635-9672