

Substitute Teaching Requirements

A Certified Teaching certificate;

or A Bachelors degree, which you may provide to the Regional Office of Education located at the County Building, Room 303, Springfield, IL 62701, to obtain a Temporary Substitute Teaching certificate registered in Sangamon County. Regional Office of Education can be reached at (217) 753-6620.

Bring authorization letter from ROE stating you have completed all requirements to substitute teach to the Administrative Office located at 1900 W. Monroe, Springfield, IL 62704, at which time you will complete an application. You must provide our office with your

valid photo I.D. **and** social security card or valid passport.

A Substitute Teaching training class is provided for you in the fall as well as the spring. Dates and times will be determined as classes become available and you will receive notification by mail.

Any further questions, please contact Neelam Roy at (217) 525-3000 or via email at nroy@sps186.org.