

# UCPS

UNION COUNTY PUBLIC SCHOOLS

Human Resources

400 North Church Street  
Monroe, NC 28112  
Phone 704.296.9898 Fax 704.289.9154  
[www.ucps.k12.nc.us](http://www.ucps.k12.nc.us)

Dr. Mary Ellis – Superintendent

Board of Education  
John Collins - Chairman  
Leslie Boyd - Vice Chairman  
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Sharon Harrell  
Christina B. Helms  
Jason Marton  
Melissa Merrell  
Gary Sides  
Kevin Stewart

TO: Applicants for Substitute Teacher Positions

FROM: Human Resources Division

SUBJECT: Application Procedures

Thank you for expressing interest in the Union County Public Schools Substitute Program. As a substitute teacher, you will play an important role in the education of our students. In order to ensure timely processing of your application, we ask that you complete the accompanying application along with each of the additional documents. For your convenience, you will find an Application Checklist enclosed.

Return the completed packet of information to:

Union County Public Schools  
Attn: Elaine Cox  
400 North Church Street  
Monroe, NC 28112

Upon receipt of your information, a criminal records check will be processed. Applicants will then be submitted to the Union County Public Schools Board of Education for review/approval. **The Board meets on a monthly basis so your application may take up to a month before you are notified of approval.** Subsequently, you will be sent written notification of when to attend the required substitute orientation class.

If you have questions concerning the above application procedures, you may contact me at [elaine.cox@ucps.k12.nc.us](mailto:elaine.cox@ucps.k12.nc.us) or 704-296-5176.

Globalization. Innovation. Graduation.

## Substitute Teaching Application Checklist

- Substitute Teaching Application** – Please enclose a copy of your driver license and another form of identification.
- Disclosure and Authorization Form** – Complete each section and submit this form. You may retain the “State Law Notices” and “Summary of Your Rights” pages for your records.
- Health Examination Certificate** – This is a NC State required form. It must be completed by a licensed physician, physician’s assistant, or nurse practitioner. No other health form will be accepted. If you do not have a doctor, you may take the form to a walk-in clinic. Submit also any shot history records of receiving the required immunizations:
  - Tetanus (td), Hepatitis B, and MMR (Measles, Mumps, Rubella)Separation from employment with UCPS for more than one year requires a new certificate.
- Proof of a college degree** – The minimum educational requirement for a substitute teacher is to have a two or four year degree. A copy of your degree or a final transcript must be submitted.
- Teaching certificate** – If you or hold a teaching certificate (any state, valid or expired) copy must be submitted.
- STEMS Profile Form** – This information is duplicated from the application, but is necessary to be completed. Please complete the information and list the areas of study in which you would be interested to substitute.

**\*\*PLEASE NOTE\*\***

**All documentation on the above checklist must be completed before the processing of an application. Any documents not received or incomplete will delay processing. Keep this page for your records.**

Daily rate of pay for substitutes:

- \$75.00 – Non-licensed substitutes who have a degree, but not a teaching certification.
- \$81.00 – Non-licensed substitutes who have participated in the Substitute Effective Teacher Training. A copy of the certificate must be submitted. SETTS is not offered by Union County Public Schools, but can be obtained through a Community College.
- \$98.00 – Licensed teacher from any state.



**SECTION B: SCHOOLS OF INTEREST**

Please circle the schools in which you are willing to work:

**ELEMENTARY**

- |                      |                    |                   |                       |
|----------------------|--------------------|-------------------|-----------------------|
| Antioch (302)        | Marvin (334)       | Rocky River (307) | Walter Bickett (370)  |
| Benton Heights (304) | New Salem (340)    | Sandy Ridge (353) | Waxhaw (372)          |
| East (306)           | New Town (305)     | Sardis (354)      | Weddington (376)      |
| Fairview (312)       | Poplin (347)       | Shiloh (356)      | Wesley Chapel (380)   |
| Hemby Bridge (318)   | Porter Ridge (341) | Stallings (358)   | Western Union (384)   |
| Indian Trail (320)   | Prospect (352)     | Sun Valley (363)  | Wingate (388)         |
| Kensington (328)     | Rea View (303)     | Union (364)       | <b>All Elementary</b> |
| Marshville (332)     | Rock Rest (351)    | Unionville (368)  |                       |

**MIDDLE, HIGH & SPECIAL SCHOOLS**

- |                           |                          |                         |                         |
|---------------------------|--------------------------|-------------------------|-------------------------|
| Cuthbertson Middle (310)  | Sun Valley Middle (362)  | Forest Hills High (316) | Weddington High (377)   |
| East Union Middle (308)   | Weddington Middle (378)  | Marvin Ridge High (393) | <b>All High</b>         |
| Marvin Ridge Middle (391) | <b>All Middle</b>        | Monroe High (336)       |                         |
| Monroe Middle (314)       |                          | Parkwood High (344)     | South Providence (365)  |
| Parkwood Middle (346)     | Central Academy (366)    | Piedmont High (348)     | Walter Bickett EC (003) |
| Piedmont Middle (350)     | Cuthbertson High (311)   | Porter Ridge High (342) | Wolfe Dev. Center (392) |
| Porter Ridge Middle (343) | Early College High (367) | Sun Valley High (360)   | <b>All Special</b>      |

**SECTION C: ADDITIONAL INFORMATION**

Please check the appropriate answer:

YES   NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been suspended, dismissed, fired, or discharged from <u>Union County Public Schools</u> or any other position of employment? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been asked to resign from a position of employment?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of any violation of the law including a minor traffic ticket?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been charged with physical or sexual abuse?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever refused any pre-employment drug or alcohol test administered by an employer?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever tested positive on any pre-employment drug or alcohol test?  |
| <input type="checkbox"/> | <input type="checkbox"/> | If yes, do you consent to have drug testing prior to your hire date?   |

If you answered yes to any of the above, please explain: \_\_\_\_\_

**Warning: Willful or knowledgeable omissions, misrepresentations, incorrect and dishonest statements on this application are a violation of Union County Public Schools Board policy and can result in refusal to hire, termination, or dismissal.**

**I CERTIFY THAT THE INFORMATION PROVIDED HERE IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**For Office Use Only**  
**Emergency Substitute**

The principal's signature is required only if he/she would like to use the substitute prior to Board approval. The substitute's file must include a completed application, health certificate, and an acceptable criminal background check before he/she can be employed on an emergency basis.

\_\_\_\_\_  
Principal's Signature/ Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Date Substitute Is Needed

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
HR Administrator's Signature/ Date



## DISCLOSURE & AUTHORIZATION

### DISCLOSURE - NOTICE REGARDING BACKGROUND INVESTIGATION

Union County Public Schools may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. The most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Background Investigation Bureau, LLC, ("BIB") who may be reached at 9710 Northcross Center Court, Huntersville, NC 28078, or by phone at (877) 439-3900 or by another outside organization. Other types of information that may be obtained include but are not limited to social security number verification, sex offender registry checks, criminal records checks, inmate records searches, motor vehicle records, and court records checks. The information contained in these consumer reports may be obtained by BIB from public record sources and will not be used to discriminate against you in violation of any law. The scope of this Disclosure and Authorization is all-encompassing, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. The BIB privacy policy may be found at [www.BIB.com](http://www.BIB.com)

**New York applicants or employees only:** You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by directly contacting the consumer reporting agency identified above.

### AUTHORIZATION AND ACKNOWLEDGMENT

I acknowledge receipt of the DISCLOSURE - NOTICE REGARDING BACKGROUND INVESTIGATION and "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT" and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, military branch, institution, school or university (public or private), information service bureau, past or present employer or supervisor, private business, insurance company or personal reference, and/or other persons to furnish any and all background information requested by BIB, additional third-party organizations acting on behalf of Employer, and/or Employer itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

- Please check this box if you are a **Minnesota or Oklahoma** applicant or employee and would like to receive a copy of a consumer report if one is obtained by the Employer.
- Please check this box if you are a **California** applicant or employee and you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Employer at no charge whenever you have a right to receive such a copy under California law.  
(\*If you elect to receive a copy, you are required (on an ongoing basis) to keep Employer informed of address changes so reports are not sent to old addresses.)

**Personal Identifying Information for Consumer Reporting Agency – please print or type (list all names used, maiden, surname, alias)**

Last Name	First	Middle
Last Name	First	Middle
Last Name	First	Middle
Home Street Address		Apartment/Unit #
City	State	ZIP
Phone	E-mail Address	
*Date of Birth	*Social Security No.	Gender
		Race
Drivers License Number	State Issued	Expires

\*This information is for the sole purpose of retrieving the background information listed above and will not be used by Employer for discriminatory purposes.

**California applicants or employees only:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

### ADDITIONAL STATE LAW NOTICES

If you live in or are seeking work for the Employer in California, Maine, Massachusetts, New York or Washington State applicant, employee or contractor, please also note:

**CALIFORNIA:** Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by the BIB during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at BIB's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. BIB has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

**MAINE:** You have the right, upon request, to be informed of whether an investigative consumer report was requested from a consumer reporting agency, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Employer within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

**MASSACHUSETTS:** If we request an investigative consumer report from a consumer reporting agency, you have the right, upon written request, to a copy of the report.

**NEW YORK:** You have the right, upon request, to be informed of whether or not a consumer report was requested from a consumer reporting agency. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency.

**WASHINGTON STATE:** If Employer requests an investigative consumer report from a consumer reporting agency, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive a complete and accurate disclosure of the nature and scope of the investigation requested by the Employer. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**(Applicant to keep this Summary of Rights)**

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

**A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.



- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Consumer Financial Protection Bureau 1700 G Street, NW Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
<b>2. To the extent not included in Item 1 above:</b>	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, SW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

**HEALTH EXAMINATION CERTIFICATE**

**North Carolina Public Schools**

Required of all persons upon initial employment, separation from employment more than one school year, absence of more than 40 successive days because of a communicable disease, or when deemed necessary by a local school board or superintendent. (Ref. NCGS 115C-323)

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Address: \_\_\_\_\_

The above named individual is to be recommended for employment by \_\_\_\_\_ (local school board) in a position of \_\_\_\_\_. In this position, the condition of certain physical capacities will be of importance. Please examine the areas listed below and report any limitations, deficiencies or related restrictions.

**I. Communicable Disease**

By my signature I certify that the above **named person does not have any communicable disease, including tuberculosis**, that poses a significant risk of transmission in our schools or would impair this person's ability to perform the duties of the job, except as may be noted below. Further, I certify that this person is free of any physical or mental disability that would impair job performance.

If unable to certify the above, please comment:

\_\_\_\_\_  
\_\_\_\_\_

**II. Other Health Areas**

AREAS	LIMITATIONS		NATURE OF LIMITATIONS (continue on back as needed)
	YES	NO	
Vision			
Hearing			
Heart			
Lungs			
Lifting/Carrying			

Appropriate Immunizations	Current?		Any Immunization Recommendations
	YES	NO	
Td (tetanus), Hep B, MMR, etc.			

Date: \_\_\_\_\_  
Physician, Physician's Assistant, or Nurse Practitioner (Type or Print)

SIGNATURE: \_\_\_\_\_

License/Registration #: \_\_\_\_\_ State\* Granting License/Registration: \_\_\_\_\_

\*For initial employment of an out-of-state applicant the certificate may be completed by a health care provider with an out-of-state unrestricted license or registration.

**STEMS PROFILE FORM**  
**Substitute Teacher Employee Management System**

Human Resources Division  
Union County Public Schools  
400 N. Church Street  
Monroe, NC 28112  
Attention: Elaine Cox

(Please Print Name as shown on Social Security Card)

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_  
Street/PO Box City State Zip

Email \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Teaching License Area(s) \_\_\_\_\_

State and Expiration Date of Teaching License \_\_\_\_\_

**Availability:**  
*(Circle Days Desired)*  
AM/PM = full day

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM

**PLEASE CHECK PREFERENCES (For Elementary only)**

**Elementary Grade Classifications/Subjects**

- \_\_\_\_\_ Academically Gifted
- \_\_\_\_\_ Autistic
- \_\_\_\_\_ EC Teacher Assistant
- \_\_\_\_\_ Elementary PE
- \_\_\_\_\_ Grade 1
- \_\_\_\_\_ Grade 2
- \_\_\_\_\_ Grade 3
- \_\_\_\_\_ Grade 4
- \_\_\_\_\_ Grade 5
- \_\_\_\_\_ Kindergarten
- \_\_\_\_\_ Pre K
- \_\_\_\_\_ Media
- \_\_\_\_\_ Reading
- \_\_\_\_\_ Special Education

**Middle and High School Classifications/Subjects (please check preferences)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Academically Gifted  | <input type="checkbox"/> Language Arts       | <input type="checkbox"/> Spec Ed/Preschool    |
| <input type="checkbox"/> Agriculture          | <input type="checkbox"/> Latin               | <input type="checkbox"/> Spec Ed/Sev/Prof     |
| <input type="checkbox"/> Algebra              | <input type="checkbox"/> Math (Advanced)     | <input type="checkbox"/> Spec Ed/Vision Imp   |
| <input type="checkbox"/> Anthropology         | <input type="checkbox"/> Math (Basic)        | <input type="checkbox"/> Voc Ed/Auto Body     |
| <input type="checkbox"/> Art                  | <input type="checkbox"/> Media               | <input type="checkbox"/> Voc Ed /Cabinet/Furn |
| <input type="checkbox"/> Autistic             | <input type="checkbox"/> Media Assistant     | <input type="checkbox"/> Voc Ed/Computer      |
| <input type="checkbox"/> Biology              | <input type="checkbox"/> Music Instrumental  | <input type="checkbox"/> Voc Ed/Cosmetology   |
| <input type="checkbox"/> Business Education   | <input type="checkbox"/> Music-Vocal         | <input type="checkbox"/> Voc Ed/Data Proc     |
| <input type="checkbox"/> Chemistry/Physics    | <input type="checkbox"/> Physical Education  | <input type="checkbox"/> Voc Ed/Drafting      |
| <input type="checkbox"/> Dance                | <input type="checkbox"/> Political Science   | <input type="checkbox"/> Voc Ed/Electronics   |
| <input type="checkbox"/> Drama/Theatre Arts   | <input type="checkbox"/> Pre-Algebra         | <input type="checkbox"/> Voc Ed/Health Educ   |
| <input type="checkbox"/> Earth Science        | <input type="checkbox"/> Psychology          | <input type="checkbox"/> Voc Ed/Horticulture  |
| <input type="checkbox"/> EC Teacher Assistant | <input type="checkbox"/> Reading             | <input type="checkbox"/> Voc Ed/HVAC, Plumb   |
| <input type="checkbox"/> Economics            | <input type="checkbox"/> Russian             | <input type="checkbox"/> Voc Ed/Ind Maint     |
| <input type="checkbox"/> English              | <input type="checkbox"/> Science             | <input type="checkbox"/> Voc Ed/Machine Shop  |
| <input type="checkbox"/> ESL                  | <input type="checkbox"/> Social Studies      | <input type="checkbox"/> Voc Ed/Marketing     |
| <input type="checkbox"/> Family/Consumer Ed   | <input type="checkbox"/> Sociology           | <input type="checkbox"/> Voc Ed/Masonry       |
| <input type="checkbox"/> French               | <input type="checkbox"/> Spanish             | <input type="checkbox"/> Voc Ed/Print/Tech    |
| <input type="checkbox"/> Geography            | <input type="checkbox"/> Spec Ed/BED         | <input type="checkbox"/> Voc Ed/Telecom       |
| <input type="checkbox"/> German               | <input type="checkbox"/> Spec Ed/Cross Cat   | <input type="checkbox"/> Voc Ed/Welding       |
| <input type="checkbox"/> Health               | <input type="checkbox"/> Spec Ed/EMH/TMH     |   |
| <input type="checkbox"/> Health Occupations   | <input type="checkbox"/> Spec Ed/Hearing Imp |   |
| <input type="checkbox"/> History              | <input type="checkbox"/> Spec Ed/Hosp/Hmebnd |   |
| <input type="checkbox"/> Industrial Education | <input type="checkbox"/> Spec Ed/LD          |   |
| <input type="checkbox"/> ISS                  | <input type="checkbox"/> Spec Ed/Other Hlth  |   |

**School Location Codes: (please check preferences)**

- |  |   |
|--|---|
| <input type="checkbox"/> All Elementary Schools      | <input type="checkbox"/> Porter Ridge Elementary                    |
| <input type="checkbox"/> All Middle Schools          | <input type="checkbox"/> Porter Ridge High                          |
| <input type="checkbox"/> All High Schools            | <input type="checkbox"/> Porter Ridge Middle                        |
| <input type="checkbox"/> All Special Purpose Schools | <input type="checkbox"/> Positive Impact                            |
| <input type="checkbox"/> Antioch Elementary          | <input type="checkbox"/> Prospect Elementary                        |
| <input type="checkbox"/> Benton Heights              | <input type="checkbox"/> Rea View Elementary                        |
| <input type="checkbox"/> Central Academy of T&A      | <input type="checkbox"/> Rock Rest Elementary                       |
| <input type="checkbox"/> Cuthbertson High            | <input type="checkbox"/> Rocky River Elementary                     |
| <input type="checkbox"/> Cuthbertson Middle          | <input type="checkbox"/> Sandy Ridge Elementary                     |
| <input type="checkbox"/> East Elementary             | <input type="checkbox"/> Sardis Elementary                          |
| <input type="checkbox"/> East Union Middle           | <input type="checkbox"/> Shiloh Elementary                          |
| <input type="checkbox"/> Fairview Elementary         | <input type="checkbox"/> South Providence (Special Purpose)         |
| <input type="checkbox"/> Forest Hills High           | <input type="checkbox"/> Stallings Elementary                       |
| <input type="checkbox"/> Hemby Bridge Elementary     | <input type="checkbox"/> Sun Valley Elementary                      |
| <input type="checkbox"/> Indian Trail Elementary     | <input type="checkbox"/> Sun Valley High                            |
| <input type="checkbox"/> Kensington Elementary       | <input type="checkbox"/> Sun Valley Middle                          |
| <input type="checkbox"/> Marshville Elementary       | <input type="checkbox"/> Union County Early College                 |
| <input type="checkbox"/> Marvin Elementary           | <input type="checkbox"/> Union Elementary                           |
| <input type="checkbox"/> Marvin Ridge High           | <input type="checkbox"/> Unionville Elementary                      |
| <input type="checkbox"/> Marvin Ridge Middle         | <input type="checkbox"/> Walter Bickett Education Center (Sp. Purp) |
| <input type="checkbox"/> Monroe High                 | <input type="checkbox"/> Walter Bickett Elementary                  |
| <input type="checkbox"/> Monroe Middle               | <input type="checkbox"/> Waxhaw Elementary                          |
| <input type="checkbox"/> New Salem Elementary        | <input type="checkbox"/> Weddington Elementary                      |
| <input type="checkbox"/> New Town Elementary         | <input type="checkbox"/> Weddington High                            |
| <input type="checkbox"/> Parkwood High               | <input type="checkbox"/> Weddington Middle                          |
| <input type="checkbox"/> Parkwood Middle             | <input type="checkbox"/> Wesley Chapel Elementary                   |
| <input type="checkbox"/> Piedmont High               | <input type="checkbox"/> Western Union Elementary                   |
| <input type="checkbox"/> Piedmont Middle             | <input type="checkbox"/> Wingate Elementary                         |
| <input type="checkbox"/> Poplin Elementary           | <input type="checkbox"/> Wolfe School (Special Purpose)             |