

Substitute Teacher Application Checklist

- Form 600-004 (Application, Signed by school director)
- TB Clearance
- Original Official Transcript
- I-9 (include a copy of Driver License)
- Social Security Card (REQUIRED)
- Form 600-001 (Signed by school director and Turned in to Windward District Office at your Fingerprinting Appointment, Call WDO to Schedule 784-5920)
- Certificate of Completion of Sub Course (Unless Exempt)
- [Workplace Violence Video Viewing Confirmation Form](#)
- [Confidentiality Agreement](#) (usually signed in Sub Course)
- [Affordable Care Act Declaration Form](#)
- ERS Form 209 Certificate of Compliance (prior State of HI employees only)