

Chesterfield County Public Schools

SUBSTITUTE STATUS UPDATE FORM

REACTIVATE my substitute status

- A new substitute application is required if deactivation has been longer than 1 yr.
- Complete School Preference Page with school choice

NAME _____ SS# _____
Last First MI

SIGNATURE _____ DATE _____

DEACTIVATE my substitute status

NAME _____ SS# _____
Last First MI

SIGNATURE _____ DATE _____

UPDATE my substitute information

- Complete School Preference Page if there are changes

NAME _____ SS# _____
Last First MI

SIGNATURE _____ DATE _____

NAME CHANGE** _____
Last First MI

****A new SS card is required and must be attached before name can be changed**

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE# _____ / _____ E-MAIL ADDRESS _____
Home Cell

EMERGENCY CONTACT PERSON

NAME _____ RELATIONSHIP _____ PHONE # _____

DEGREE UPDATE (A copy of either transcript/diploma/letter from institution showing type & date conferred, must be attached)

SCHOOL PREFERENCE PAGE

INDICATE 'A' = ADD SITES 'D' = DELETE SITES

	*Bellwood Elementary School
	*Bensley Elementary School
	Beulah Elementary School
	Bon Air Elementary School
	*Chalkley Elementary School
	Clover Hill Elementary School
	Crenshaw Elementary School
	Crestwood Elementary School
	Curtis Elementary School
	Davis Elementary School
	Ecoff Elementary School
	Enon Elementary School
	*Etrick Elementary School
	Evergreen Elementary School
	Falling Creek Elementary School
	Gates Elementary School
	Gordon Elementary School
	Grange Hall Elementary School
	Greenfield Elementary School
	*Harrowgate Elementary School
	*Hening Elementary School
	*Hopkins Elementary School
	Jacobs Road Elementary School
	Marguerite Christian Elementary School
	Matoaca Elementary School
	Providence Elementary School
	Reams Elementary School
	Robious Elementary School
	Salem Elementary School
	Scott Elementary School
	Smith Elementary School
	Spring Run Elementary School
	Swift Creek Elementary School

	Watkins Elementary School
	Weaver Elementary School
	Wells Elementary School
	Winterpock Elementary School
	Woolridge Elementary School
	Bailey Bridge Middle School
	Carver Middle School
	Chester Middle School
	Elizabeth Davis Middle School
	Falling Creek Middle School
	Manchester Middle School
	Matoaca Middle School
	Midlothian Middle School
	Perrymont Middle School
	Providence Middle School
	Robious Middle School
	Salem Middle School
	Swift Creek Middle School
	Tomahawk Middle School
	Bird High School
	Chesterfield Community High School
	Clover Hill High School
	Cosby High School
	James River High School
	Manchester High School
	Matoaca High School
	Meadowbrook High School
	Midlothian High School
	Monacan High School
	Technical Training Center
	Thomas Dale High School

*Title

1 Schools

SubFinder System only calls for the sites you selected. You still may receive a personal call from other schools when they anticipate a heavy absence day.

**Mail To: Chesterfield County Public Schools
 Substitute Office
 P O Box 10, 9900 Krause Rd.
 Chesterfield, VA 23832
 (804) 751-4977 or (804) 717-6392 Fax: (804) 768-1085
 E-mail: subinfo_mail@ccpsnet.net**

The Chesterfield County public school system does not unlawfully discriminate on the basis of sex, race, color, age, religion, disabilities or national origin in employment or in its educational programs and activities. More info: http://chesterfield.k12.va.us/CCPS/human_resources/compliance.htm