Regional Office Of EDUCATION
HENDERSON, KNOX, MERCER AND WARREN COUNTIES
Serving our schools and communities.

KATHRYN JENNINGS
Regional Superintendent of Schools

EMILY ADOLPHSON
Assistant Regional Superintendent of Schools

SCHOOL REQUEST FORM

Please check the school district(s) in which you wish to substitute:

- ❑ Abingdon-Avon
- ❑ Costa
- ❑ Galesburg
- ❑ ICS
- ❑ Knoxville
- ❑ Mercer County
- ❑ Monmouth-Roseville
- ❑ ROWVA
- ❑ United
- ❑ West Central
- ❑ Williamsfield
- ❑ RAES East (Galesburg)
- ❑ RAES West (Monmouth)
- ❑ Knox-Warren Special Ed.

Adult Education Courses-*English as a Second Language

❑ Monmouth GED-HSE	❑ Day	❑ Night
❑ Galesburg GED-HSE	❑ Day	❑ Night
❑ Monmouth ESL*	❑ Day	❑ Night
❑ Galesburg ESL*	❑ Day	❑ Night

Contact Information:

Name: _____ **Email:** _____

Address: _____ **Phone:** _____

City, State, Zip: _____

Check the grade levels/areas you are willing to substitute for:

- ❑ Pre-K/Early Childhood – must have TB test
- ❑ Kindergarten
- ❑ 1st
- ❑ 2nd
- ❑ 3rd
- ❑ 4th
- ❑ 5th
- ❑ 6th
- ❑ 7th
- ❑ 8th
- ❑ 9th
- ❑ 10th
- ❑ 11th
- ❑ 12th
- ❑ Special Education
- ❑ Paraprofessional

List special instructions, i.e., days you are not available to work, or schools you don't wish, etc.:

I understand that it is my responsibility to keep my contact information updated with the Regional Office of Education to ensure my information is correct on the ROE #33 Sub List. I also understand that my information being included on the Sub List does not guarantee employment, and that any employment that does occur will be directly with the individual school districts. I will not be hired or compensated by the Regional Office of Education #33.

Printed Name **Signature** **Date**