C-121

P-CDOP

**SUBSTITUTE TEACHERS**

If a teacher is absent from school, every effort shall be made to employ a substitute teacher who has a bachelor’s degree and is licensed.

Reviewed 7/2018, 6/2020, 7/2021, 7/2022

Revised 7/2018

C-121

AR-OCS

**SUBSTITUTE TEACHERS**

For each substitute teacher, the school shall maintain a copy of their application, resume, Illinois teaching license, safe environment documents, I-9 form, and W4 forms for federal and state.

Adopted 7/2018

Reviewed 6/2020, 7/2021, 7/2022