



# Changes to Existing Substitute Record

Name: \_\_\_\_\_  
Print Name

EIN: \_\_\_\_\_  
Employee Identification Number

### I want to add the following to my record:

- Teacher (STPSB workshop/principal recommendation required)
- Paraprofessional (STPSB workshop is required)
- Clerical
- Custodian
- Lunchroom Technician
- Cafeteria Monitor
- Bus Driver (STPSB Transportation Certification required)
- Bus Attendant (STPSB Transportation Certification required)

<b>Office Use Only:</b>
SSN _____
<input type="checkbox"/> AESOP (Add/Delete)
<input type="checkbox"/> MUNIS (Pay Detail/Pending App)
<input type="checkbox"/> WORKSHOP VERIFICATION

### I want to add the following school(s) to my record:

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### I want to delete the following school(s) from my record:

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### I want to remove the following from my record:

- Teacher       Custodian       Paraprofessional       Lunchroom Technician
- Bus Driver       Bus Attendant       Clerical       Cafeteria Monitor

### I want to be removed from the substitute list

- Other Employment
- Retirement
- Other (Reason) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**You will be notified through your STPSB email account when your substitute record has been updated**

*Please send in this form in one of the following ways:*

Email: [mehgan.hirstius@stpsb.org](mailto:mehgan.hirstius@stpsb.org)

Fax: (985)898-6471

Mail: Human Resources, Attn: Hirstius, 321 N. Theard Street, Covington, LA 70433

<b>Office Use Only:</b>	Date Processed _____	Email Sent By _____	Scanned _____
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