

PROCESS FOR A RETIRED TEACHER TO BECOME A SUB FOR MOHONASEN

RETIRED MOHONASEN TEACHERS

- Call the Assistant Superintendent for Curriculum and Instruction's office (518-356-8205) to indicate you are a retired Mohonasen teacher and would like to become a Substitute through **BOCES** for Mohonasen.
- You will need to provide an email and a phone number for us to fill out an Automatic District Approval sheet to be signed and approved by the Assistant Superintendent for Curriculum and Instruction.
- After approval the district will email Automatic District Approval form to **BOCES**
- **BOCES** will then email you for some additional information to set up your profile in their system and add you to the substitute list
- Once additional information is provided to **BOCES** they will send an additional email to let you know that you are all set to start subbing at Mohonasen
- If any of the following information has changed since being employed at Mohonasen you will need to contact payroll (mfountain@mohonasen.org) with updated information.
 - ❖ Taxes
 - ❖ Direct Deposit
 - ❖ Address

RETIRED TEACHERS FROM OTHER DISTRICTS

- Call the Assistant Superintendent for Curriculum and Instruction office (518-356-8205) to indicate you would like to become a Substitute through **BOCES** for Mohonasen and that you are a retired teacher from another district.
- District will fill out an Administrator reference Approval form for **BOCES** to be signed and approved by the Assistant Superintendent for Curriculum and Instruction.
- After approval the district will email Administrator Reference Approval form to **BOCES**
- **BOCES** will then email you with the required paperwork needed to set up your profile in their system and add you to the substitute list
- Once additional documents are provided to **BOCES** they will send an additional email to let you know that you are all set to start subbing at Mohonasen
- Substitutes can contact **BOCES** (518-464-3925) directly if they have any questions