

LAWRENCE COUNTY SCHOOL SYSTEM



The Lawrence County School System will be conducting a substitute teacher training on Thursday, September 1, 2016, 9:00 a.m. at the Central Office, 700 Mahr Ave., Lawrenceburg. Anyone wanting to become a substitute teacher in the school system that has not previously attended a substitute teacher training or is not a Certified Tennessee Teacher, must attend this training. ***No appointments or calls necessary; plan to attend the day of the training with the documentation listed below.***

This will be the only substitute teacher training for 2016/2017 school year.

Please follow the steps below to participate in the training.

1. Print all substitute teacher forms listed below (found on the LCSS website at www.lcss.us) and bring ***completed*** forms to the training.
 - a. Sub Application
 - b. Direct Deposit (must have voided ***check*** attached)
 - c. Name/Address Form
 - d. Form I-9
 - e. Form W-4
 - f. Finger Print Applicant Information
2. ***You must bring a valid driver's license and social security card to the training.***
3. Please bring note pad and pencil/pen.

Background checks will be scheduled upon completion of the training.