



Dear Substitute Teacher:

Thank you for your interest in becoming a valued Substitute Teacher for Belvidere Community Unit School District #100.

Substitute Teachers MUST hold a valid Substitute or Educator License (requiring at least a bachelor's degree) which is registered with the Regional Superintendent of Schools in the county where they will be employed.

Please submit your application for Belvidere School District employment at [www.district100.com](http://www.district100.com) (**SUBSTITUTE APPLICATION FORM**) if you have not yet completed.

**Licensed Substitute Teacher Instructions:**

Once your application is completed, a Human Resources representative will contact you.

**Substitute Teacher Without a License:**

*(The application fee is \$50 and usually takes about 2 weeks for issuance.)*

- Click here <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>
- Directions for creating an account or sign-in:
  - Click on: "CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM" (or enter your username and password if you already have an account)
  - If you do not have an ELIS account, you will need to create one.
  - Once you are logged into this account, click on "Apply for a Substitute License." Request official transcripts from your university or college, documenting your bachelor's degree. Take official transcripts to the Regional Office of Education , 300 Heart Blvd, Loves Park, Illinois, or you may have your college or university e-script official transcripts to [jwatts@kidsroe.org](mailto:jwatts@kidsroe.org) or [sputzstu@kidsroe.org](mailto:sputzstu@kidsroe.org) .
  - Once your license has been issued, ISBE (Illinois State Board of Education) will send you an email indicating when registration step can be completed. **The registration fee is \$60.** Register your license in Boone-Winnebago (Region 04) in your ELIS account.

Prior to receiving your first assignment, you must submit all completed documentation to the Belvidere School District Central Office and attend orientation.

Belvidere Community School District #100 pay scale: Substitute Rates of Pay with the TRS deduction:

\$52.50	Half day rate <b>(minus TRS)</b>
\$85.00	Full day rate <b>(minus TRS)</b>
\$110.00	Long-term substitute for fifteen consecutive days or more, but less than one semester in the same assignment <b>(minus TRS)</b>

\*Retired substitutes receive pay without the TRS deduction.

For further information please contact Human Resource 815-544-0301.