

NEW LCISD SUBSTITUTE HIRING PROCESS

This process will begin after September 13th

1

Complete the substitute application with your most recent work experience and references from your current supervisors.

Email
substitute@lcisd.org
when complete.

**SUBSTITUTE
APPLICATION**

2

When your application is processed, you will be advanced to the fingerprints stage. You will receive an email with instructions.

FINGERPRINTS

3

When you are fingerprint clear, you will receive an email about all the documents that you need to provide online to be ready to be invited to in person orientation

PAPERWORK

4

After you complete the required paperwork, you will be advanced to the in person substitute orientation stage. You will receive an email invitation for the orientation with date and location details as well as other requirements from the Substitute department.

**IN PERSON
ORIENTATION**