Thank you for submitting your online application to become a substitute with the Austin Independent School District. The Substitute Office will start the onboarding process by reviewing your application. This process depending on fingerprints, completion of new hire forms, and uploading appropriate documents could take 2-3 weeks. Please review the next steps and let us know if you have any questions.

Next steps:

1) Fingerprint Status
   a. Fingerprint Complete
      i. You should receive an email from Applitrack (Mailbot), informing you that your fingerprints are complete.
      ii. A separate email will be sent to you from Applitrack (Mailbot) with new hire forms for you to complete.
   b. Need Fingerprints
      i. You should receive an email from Identigo, explaining the steps to make an appointment for fingerprinting.
      ii. A separate email will be sent to you from Applitrack (Mailbot) with new hire forms for you to complete.

2) Complete New Hire Forms & Upload Documents
   a. All New Hire Forms must be completed appropriately for us to move forward with the onboarding process.
      i. Majority of the new hire forms must be signed electronically.
      ii. The I-9 form does have many sections. The most common area missed on this form is the Preparer and/or Translator box. Make sure to check one of the boxes.
   b. Upload **SCANNED** OFFICIAL TRANSCRIPTS/HS DIPLOMA (cannot accept pictures) into your application.
   c. Upload your I-9 documents (Identification Documents link will be sent to you in your new hire forms packet. This is a secure link to upload your I-9 verification documents). Please note: **For Payroll purposes, Austin ISD does need a SCANNED copy of your Social Security card (cannot accept pictures).** If you do not have your Social Security card, you will need to order a new one through the Social Security Office (link below). We can move forward with the onboarding process with an uploaded receipt from the SS Office verifying the order of a replacement card.
   d. Once all forms are completed and documents uploaded, please email subs@austinisd.org for the Substitute Office to review your forms.

I-9 Documents Link:
https://www.ssa.gov/ssnumber/#:~:text=Contact%20your%20local%20SSA%20office,the%20information%20you%20provided%20again

3) Substitute Orientation & I-9 Verification session
   a. Substitute Orientation & Affidavit
      i. You should receive an email from Applitrack (Mailbot), inviting you to the LIVE Zoom Substitute Orientation (for orientations May-August). The affidavit will need to be completed acknowledging you watched the orientation (for orientations September-April).
      ii. This is an hour long virtual orientation. On some occasions the session will be available to watch at your own pace (for orientations September-April). All

substitutes will have access to the substitute orientation in the Substitute Backpack. A link to this backpack will be available at orientation.
- iii. The affidavit must be signed prior to attending the I-9 verification session (for sessions held September-April).
- b. I-9 Verification session
    - i. I-9 verification sessions are held on Tuesday's sporadically throughout the school year.
    - ii. Please make sure to bring the original I-9 documents you uploaded onto your application. (ex. You uploaded your Driver's License and Social Security card. The **ORIGINAL** documents are needed at the I-9 verification session).

4) Welcome to AISD
- a. You should receive your new hire letter from Absence Management. The new hire letter will contain the following:
    - i. The letter will have your log-in credentials into Absence Management.
    - ii. Your Employee ID Number (EID#) is within your Login ID (ex. 00123456, your EID # is E123456).
    - iii. Email address to the Police Department. Once you receive the new hire letter, please email the Police Department to make an appointment for your AISD substitute badge. Badges are usually conducted on Tuesday and Thursday's from 7am – Noon.

Reminder: YOU MUST HAVE AN APPOINTMENT TO RECEIVE YOUR BADGE.
- b. You should receive an email from our Technology department. This email will contain the following:
    - i. Steps on how to access your AISD email account. All substitutes are issued an AISD email address. Please make sure to check this email frequently, as we will not be utilizing your personal email account after these two emails.

Please Note: After submitting your application, if you later return to make changes, or apply for new jobs or pool positions, the online application process may be modified to collect additional required information from you related to your changes. Please be certain that you provide any additional information that is requested. For your convenience, any required information that you fail to provide will be noted at the end of the application process and you will not be able to click the "Submit" button without completing the necessary fields.