

REQUEST FOR SUBSTITUTE TEACHER PAY

Substitute Teacher

_____ **W-4** **First-time substitutes in a new school year:** Complete and sign a [current year W-4](#) and paper clip to this form. Continuous substitutes do not need to complete a new W-4 until the beginning of a new calendar year.

_____ **I-9** **Complete an I-9.** An updated I-9 must be filed with the Alaska Conference each school year. The principal must provide two forms of identification as indicated by the Internal Review Service, attach copies of the documents, then complete and sign the I-9.

1st form of Identification (copy attached) _____

1st form of Identification (copy attached) _____

Principal

1. Complete this section and retain a copy for your records.
2. Send the form to the Alaska Conference Office of Education. An updated I-9 must be filed with the Treasury Department each school year.

SCHOOL	
NAME OF SUBSTITUTE TEACHER	NAME OF TEACHER SUBSTITUED FOR
REASON FOR SUBSTITUTION	
DATES TAUGHT	NO. OF DAYS TAUGHT
AUTHORIZING SIGNATURE	DATE

Office of Education

APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	AUTHORIZING SIGNATURE & TITLE	DATE
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FORWARD DOCUMENTS TO TREASURY FOR PROCESSING