



ESC Substitute Newsletter

Spring is here and I hope you are enjoying this change of seasons. I want to thank you for your dedication to Central Ohio students during the 2023-24 school year. Recent data shows that about 82% percent of our active substitutes are working each day. I know that all our districts are very grateful for you.

Renewal

Every substitute that desires to work in the next school year MUST renew with the ESC beginning in April. On or about April 1, 2024 you will receive an email to your ESC EMAIL account. (It will not be sent to your personal account.) That email will contain a LINK to your PowerSchool Records account.

In Records you will be provided a task list. That task list will contain:

- a. Reasonable Assurance Letter to be signed
- b. Substitute Renewal Form – fill out and sign
- c. License Information Form – complete and sign
- d. Complete all trainings in Public School works

News to know

The substitute email (substitute@escoco.org) has been disabled. Please email your substitute HR representative with any questions as follows:

- Kim Edwards – Kim.Edwards@escoco.org if your last name begins with A-L
- Patti Olson – Patti.Olson@escoco.org if your last name begins with M-Z

Reminders

- You should be checking your ESC email on a weekly basis if not more. Important information is sent to that email, e.g..link to the Employee Access Center which houses your payroll information, districts looking for long term substitutes, etc.
- If you need to cancel an assignment, you must do so through the web version of Frontline. You are not able to cancel assignment through the Frontline Mobile App. If you are not able to cancel an assignment through the web version of Frontline, you must contact the school directly. Please do not contact the ESC.
- Subs are paid on the 5th and 20th of each month. If the 5th or 20th fall on a weekend or holiday, you will be paid the Friday before.
- Questions about licensure – contact the Ohio Department of Education at 614.466.3593. When renewing your sub license, please be sure to use the IRN number for the ESC which is 046938.

Meet the Team



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