



Substitute Consortium Newsletter

Spring is here (or close) and I hope you are enjoying this change of seasons. I want to thank you for your dedication to Central Ohio students during the 2024-25 school year. Currently about 80% of our activated substitutes are actually working in schools. Over the next year we will continue to create ways to raise that percentage. Look for some changes in our processes that will assure that all of our substitutes are participating.

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, 2025 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. Substitute Renewal Form – fill out and sign
- b. License Information Form – complete and sign
- c. Reasonable assurance letter- read and sign
- d. Commitment agreement to work a minimum of 10 days during the 2025-26 school year.

Substitutes will also need to complete all trainings in Public School works (please be aware that all ESC employees are to be taking PSW courses through the ESC and NOT the districts in which they might be working at the time).



NEWS TO KNOW:

New requirement for next year: All substitutes will be REQUIRED to work 10 days (full days) during the 2025-26 school year. In the past we have had many substitutes on our active list but they have not actually worked. We will be requiring each substitute to sign a letter of commitment to work at least 10 days. Substitutes that do not work the 10 days in the 2025-26 school year will NOT be reactivated the 2026-26 school year.

Substitute representatives are:

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

Contact Kim or Patti if you have any questions pertaining to substituting

REMINDERS:

- You should be checking your ESC email on a weekly basis if not more. Important information is sent to that email such as districts notices for long term positions, pay information, etc.
- If you cannot cancel an assignment through the app, you must do so through the web version of Frontline. If you cannot 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



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