

**SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION**  
**512 Cedar Street**  
**SCOTCH PLAINS, NJ 07076**

**SUBSTITUTE ORIENTATION**

**Orientation Date:** Thursday, September 24, 2020  
**Deadline to Register:** Wednesday, September 23, 2020

**Orientation Location & Time:** 10:00 a.m. - 12:00 p.m.  
Scotch Plains-Fanwood Board of Education  
512 Cedar Street  
Scotch Plains, NJ 07076  
Enter through Door #12

***Social distancing measures will be in place and face masks are required.***

- There is no charge for the orientation.
- It is **not** necessary to bring any documentation at this time.
- All packets and literature will be distributed at the orientation.
- The rate of pay will be discussed.
- Our Automated Substitute System (Frontline/Absence Management) will be presented.
- All of your questions will be addressed at the orientation.
- **If you need to obtain your County Substitute Certification, please send Official College Transcripts to:**  
Scotch Plains-Fanwood Board of Education  
Attn: Human Resources/Substitutes  
**(A Minimum of 60 college credits or equivalent is required)**

The substitute orientation is both interesting and informative. If you are unable to attend this orientation once you are registered, it is **not** necessary to call to cancel. You can re-register for a future orientation which, once scheduled, will be posted on the district website. Attending the substitute orientation does not guarantee you will be appointed to a substitute position in the district.

**Please confirm your attendance by email to [jtibbals@spfk12.org](mailto:jtibbals@spfk12.org)**

You can assume that your registration is confirmed **unless** you receive notification to the contrary. Space is limited. You will be contacted if capacity is reached at the time your registration is received.

Thank you for your interest in the Scotch Plains-Fanwood School District.