

**LONG-TERM/PERMANENT SUBSTITUTE (SUB)
CONFIRMATION OF EMPLOYMENT**

Substitute Name _____ School District _____

School(s) Assigned _____ Grade Level(s) _____

The above named individual has made application to the CREATE scholarship program, funded by the SC Department of Education, Office of Special Education Services.

For purposes of CREATE eligibility, the HR Director affirms by initialing (hand-written) below that the individual meets each provision as a Long-term or Permanent Substitute Teacher employed "by" (not just working "in") a SC public or charter school. Long-term/Permanent Subs employed by an outside agency (e.g., Kelly Services) are not employed by a SC public school district, and, therefore, are not eligible for CREATE).

NOTE: Substitute Teachers who report to one/more schools on an occasional, infrequent, or as-needed basis (sporadic; fewer than five days per school week) are not eligible for the CREATE scholarship program.

1. The Substitute is **employed by the School District**, not contracted through an outside agency.

Initial here _____ to affirm YES to Provision 1.

2. The Substitute works five days every school week of the academic year.

Initial here _____ to affirm YES to Provision 2.

3. The Substitute works a full school day in the classroom every day of the school week.

Initial here _____ to affirm YES to Provision 3.

4. The Substitute is employed continuously on a daily basis for the entire school year.

Initial here _____ to affirm YES to Provision 4.

HR Director Name (Printed) _____

HR Director Signature _____ Date _____