



ALSIP, HAZELGREEN AND OAK LAWN SCHOOL DISTRICT 126

Craig Gwaltney
Superintendent

Steve Gress
Assistant Superintendent

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www.dist126.org

Hazelgreen Elementary
Lane Elementary
Stony Creek Elementary
Prairie Junior High
District 126 EC Center

School Year 2024-2025

Dear Substitute Paraprofessional Applicant,

To be placed on our Substitute Paraprofessional list for School District 126, you must meet one of the following requirements as outlined by the Illinois State Board of Education:

- An Associate's Degree or higher
- 60 semester hours of coursework
- A High School Diploma or GED with a score of 460 or higher on the ETS Parapro test
- A High School Diploma or GED with the following scores on the ACT WorkKeys: Applied Mathematics/Applied Math (with a score of 4)

Please reference the attached Substitute and Paraprofessional License Application Checklist for guidance on getting started at www.ISBE.net. If you have any questions about obtaining a license, you can contact South Cook at 708-754-6600 or visit their website at www.s-cook.org.

Once you have completed the necessary steps, your next task is to fill out the Substitute Teacher-Aide Application available on our Dist126.org website. After completing this application and obtaining your license from ISBE, reach out to Mary Ott at the District Office to set up an appointment. During this appointment, you will finalize your paperwork and receive the background check form. You can contact Mary via email at mott@dist126.org.

When you visit the District Office to complete the paperwork, please bring your Driver's License and Social Security Card so that we can make copies for your file. Mary will provide you with the Background Check form, which you can fill out and take to any Accurate Biometrics location for your fingerprint scan.

After we receive the results from your background check, you will be added to Frontline Education and receive an email with a link to create your account. At this point, you will be able to accept available substitute paraprofessional positions.

Our District has the pay rate for Substitute Paras set at \$15.00 per hour for the 2024-2025 school year.

If you have any questions, please contact Mary Ott at mott@dist126.org

Sincerely,

CRAIG GWALTNEY
Superintendent

Our mission is to graduate responsible and self-confident students who are prepared for the challenges of high school and beyond through a personalized education which provides a sound academic foundation and promotes the student's social, emotional, and physical development in a safe, supportive environment.

Substitute and Paraprofessional License Application Checklist

This checklist is a resource for educators to use when applying for a Substitute or a Paraprofessional License. Upon evaluation, additional documentation may be requested by ISBE prior to the license being issued.

Additional information regarding requirements can be found on the [ISBE Requirements webpage](#).

<input type="checkbox"/>	Create an Account	Create an account in the Educator Licensure Information System (ELIS).	https://www.isbe.net/elis
<input type="checkbox"/>	Apply for Licensure	Apply for the applicable license in your ELIS account.	https://www.isbe.net/elis
<input type="checkbox"/>	Submit Transcripts*	<p><i>A transcript is required for a Substitute License.</i></p> <p><i>A transcript is required for a Paraprofessional License if qualifying with college coursework.</i></p> <p>Request an official transcript from a regionally accredited institution. Transcripts must be sent directly from the college/university to ISBE.</p>	<p>transcripts@isbe.net</p> <p>OR</p> <p>Regional Office of Education/Intermediate Service Center</p> <p>OR</p> <p>Illinois State Board of Education Educator Effectiveness E-240 100 North First Street Springfield, IL 62777</p>
<input type="checkbox"/>	Submit Diploma and Test Scores	<p>Provide a copy of your high school diploma or its equivalent and your ETS Parapro or ACT WorkKeys score report.</p> <p><i>This is only a requirement for the Paraprofessional License if the applicant does not have the required college coursework.</i></p>	licensureforms@isbe.net

* International transcripts must be evaluated by an [ISBE-approved out-of-country credential evaluation service](#) and sent directly from the evaluation service to ISBE.