



Name:

Address:

Email:

Phone:

Date application was submitted

Please mail this form and the following forms:

- W-4 Form (Federal Withholding)
- IT-2104 (State Withholding)
- "Proof of Hazard Communication Training Certificate"
- Retirement System Election Notice
- Application for Examination or Employment Form

How did you find out about the Substitute Teacher Registry?

- BOCES Website
- College/ University
- Newspaper
- Friend/ Teacher
- School District
- Other

I understand that if selected to be a substitute with the WSWHE BOCES I must attend a mandatory two hour orientation before I am made active in the System. You must bring 2 forms of identification to the orientation. Please review the [list](#) of acceptable documents on the BOCES web site.

**Substitute Teacher Registry  
1153 Burgoyne Ave Suite #2  
Fort Edward, NY 12828**