



Dear Valued PESG Substitute:

The Michigan Department of Education (MDE) has recently implemented a new process for obtaining substitute teacher permits. All permit subs are required to answer four important questions (listed below). In addition, if you have any kind of an offense listed on your criminal history background check (fingerprints results) you will need to provide accompanying court documents prior to the MDE issuing permits. These records include traffic violations like a suspended license or an expired registration (speeding tickets are not included). If you have a record, you will not be permitted to work until the MDE receives and approves these court documents.

Acceptable court documents include:

- Judgment of Sentence
- Certificate of Conviction
- Register of Actions
- Copy of the court documents
- Similar court document on a court letterhead

Each record can be obtained from the court in which you were charged or convicted. If you have multiple offenses, PESG will need court documents for each charge.

Also, please answer the following questions (PESG is required to report your responses to the MDE):

1. Have you ever been convicted of (or pleaded no contest to) a misdemeanor or felony?
Yes No
2. Have you ever had a teaching, school counselor, school psychologist or school administrator certificate suspended or revoked?
Yes No
3. Is there currently any action pending against you for your teaching, school counselor, school psychologist or school administrator certificate?
Yes No
4. Have you ever surrendered a teaching, school counselor, school psychologist or school administrator certificate?
Yes No

Please send copies of the court documents and this letter with responses to the above questions to us by mail, fax or e-mail at:

Address
PESG
PO Box 50
Caledonia, MI 49316

Fax Number
616.891.9009

E-Mail
MISSupport@contractsubs.com

Please make sure you include the following information with your response:

Printed Name

Last four digits of your Social Security Number

Signature

Date

Date of Birth

If you are a current sub this information will be required before your permit can be renewed.

Respectfully,

PESG SERVICING TEAM

Rev. 07.14.2011