



## **SUBSTITUTE RE-ACTIVATION PROCESS FOR THE 2008-09 SCHOOL YEAR**

PESG would like to thank you for serving in our local school districts as a substitute this past school year. By now you should have received our “Notice of Reasonable Assurance” from PESG for employment concerning the next school year.

In order to re-activate as a substitute for the 2008-09 school year, you will need to complete the registration information form on the following page. This process is required annually for all substitutes. Upon sending in the required information for re-activation, you will be reactivated as a substitute in the districts of your choice. At this point you are considered inactive and have been deactivated in the AESOP calling system during the summer months, unless you are substituting in certain summer school programs.

### **Prior to completing the re-activation information page, please note the following:**

- **RE-ACTIVATION FOR 2008-09:** If you desire to re-activate with PESG in (County Name) participating districts, the following page needs to be completed and returned in the enclosed envelope. Please return your re-activation page to PESG no later than **August 1<sup>st</sup>, 2008**. If you desire to terminate your employment relationship with PESG, please check the “No” box on the next page and return to PESG
- **CERTIFICATION:** If you were recently issued a new or renewed teaching certificate, please forward a copy along with your completed registration form in the enclosed envelope. If you submitted a 90 day graduation letter to PESG last year, **you must** forward a copy of your new teaching certificate to re-activate as a substitute this year. If you are currently teaching on a Michigan Substitute Permit based on transcripts, out of state certification, or expired certification, it is not necessary for you to resubmit this certification documentation. PESG will automatically work with the ISD to apply for a new permit for 2008-09.
- **LAST YEAR’S PERMIT FEES:** For substitutes that had a substitute permit pulled from the State of Michigan last year, please make sure that you have paid any outstanding \$45.00 annual permit fees, otherwise the permit will be rescinded and you will be unable to substitute teach for the next school year. To receive a copy of the bill for your permit, please contact the State of Michigan at 517-373-3310.
- **DIRECT DEPOSIT CHANGE:** If you currently have direct deposit with PESG, your paycheck voucher will now be available for viewing on the internet at [eservices.paychex.com](http://eservices.paychex.com). (Do not use www). You will need to follow the instructions on the enclosed Direct Deposit document, as you will no longer be receiving a mailed pay stub.
- **E-MAIL ADDRESS:** Please record your current e-mail address on the following page under the **Contact Information** section as this will be the primary mode of communication initiated by PESG.
- **PLEASE NOTE:** If PESG does not receive your re-activation form by October 1<sup>st</sup>, your employment will automatically be terminated with PESG.

# PESG Re-Activation Form for (participating districts)

Please complete and return this form in the enclosed envelope, along with any required documentation by August 1, 2008.

## RE-ACTIVATION FOR 2008-09:

**YES** I would like to re-activate as a substitute with PESG in the County participating for the 2008-09 school year.

**NO** I no longer wish to substitute with PESG, and understand that I will be removed from the AESOP dispatching system and terminating my employment with PESG.

**I. INFORMATION VERIFICATION:** Please verify the following information for accuracy, indicating any changes in the boxes provided

### **A. Contact Information**

**Current Contact Information on file:**

#### **Contact Information Updates:**

*(Please provide any updates to your contact information here. Include e-mail address if not listed)*

### **B. Certification**

**Current Certification Information on File:**

#### **Certification Information Updates:**

*(Please provide any updates to your certification updates here)*

### **C. District Preferences**

**Current District Preferences on File:**

#### **District Preference Updates:**

*(Please provide any district preferences to add or remove)*

**II. Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return this form and any needed documentation updates in the enclosed envelope by August 1<sup>st</sup>, 2008. If you have any questions concerning this process or would like assistance, please contact us at 1-866-SUBPASS (782-7277).