



Regional Office of Education # 12

Serving the students and educational professionals of Clay, Crawford, Jasper, Lawrence, and Richland Counties, Illinois

Monte Newlin, Regional Superintendent of Schools
Corrie Ray, Assistant Regional Superintendent of Schools

Request to Use Substitute In Place of a Certified Teacher – Emergency Situation

School Code states that if there is not certified teacher under contract because of an emergency situation, then a school district may employ a substitute teacher for no longer than 30 calendar days per each vacant position in the district if the district notifies the appropriate Regional Office of Education within 5 business days after the employment of the substitute in the emergency situation. An emergency situation is one in which an unforeseen vacancy has occurred and a teacher is unable to fulfill his or her contractual duties or teacher capacity needs of the district exceed previous indications, and the district is actively engaged in advertising to hire a fully certified teacher for the vacant position.

District Name/Number _____

Position Unfilled _____

Candidate to Fill Position _____ IEIN _____

IN THE SPACE BELOW, PLEASE EXPLAIN THE EMERGENCY SITUATION
AND THE STEPS TAKEN TO FIND A QUALIFIED TEACHER.

District Superintendent Signature _____

Date _____

Regional Superintendent Approval _____

Date _____

Clay County
Courthouse
P.O. Box 97
Louisville, Illinois 62858
618/665-3373
Fax 618/665-3155

Crawford County
Commercium Building
301 South Cross Street
Robinson, Illinois 62454
618/544-2719
Fax 618/546-1556

Jasper County
County Office Building
204 West Washington
Newton, Illinois 62448
618/783-2523
Fax 618/783-4237

Lawrence County
Courthouse
1100 State Street
Lawrenceville, Illinois 62439
618/943-3522
Fax 618/943-2513

Richland County
Courthouse, Third Floor
103 West Main Street
Olney, Illinois 62450
618/392-4631
Fax 618/392-3993