

*Wilton-Lyndeborough Cooperative School District*  
*Substitute Applicant Process*

1. Once applications are completed and turned in, substitute application packet is forwarded to a Principal for review and consideration.
2. If the applicant will be moving forward in the process, the Principal notifies SAU of recommended applicant and instructs applicant to contact SAU for an appointment to complete the remainder of the paperwork.
3. Once the appointment is scheduled, the applicant will need to bring with them either a passport **OR** driver's license **AND** birth certificate to complete the paperwork needed. These are the most common forms of identification however, if not available, there are other accepted forms of ID.
4. The applicant will need to have a criminal background check completed.
5. The applicant will not be placed on the substitute call list until all the necessary paperwork, background check are completed.