



Attention Student Teachers! As a student teacher, you need to enroll with PESG, an educational staffing company. In order to become a PESG employee, you must attend one of the applicant meetings, which are scheduled for **Wed., July 13 at 1:00 or 2:00 in the Oakland Center, Gold Room**

Prior to attending the meeting, you must complete the following:

1. Go to www.subpass.com, click “Apply Now” and complete an application. It should take about 30 minutes. Select only the district in which you will be student teaching. Select **Student Teacher and Substitute Teacher** as your job classifications. (Student Teacher is not available as a PESG job class in all districts.) At the end of the application, you will be directed to your Homeroom Dashboard for the rest of the process.
2. Go to the Opportunity Center and select My Requirements. Complete all of the GCN training modules listed. Allow approximately 3 1/2 hours. You do not have to complete them in one sitting. Then click on Enrollment Meeting to select a meeting listed above. If your district doesn’t offer Student Teacher as a job class with PESG, you may not be able to select one of these meetings. Attend anyway! After completing your student teaching, you may add other PESG districts.
3. Order a copy of your official undergraduate transcript and bring it to the meeting. PESG must receive an official transcript, not a copy downloaded from the university’s website. If you bring a printed copy of your original transcript, it will be scanned and returned to you. We can receive transcripts electronically only if they are sent directly from the University to eddocs@contractsubs.com
4. Be fingerprinted under the School Employment Act. You will get the Agency ID number and Livescan Agency Fingerprint Data Entry Form from the school in which you are student teaching. Take the Livescan Form to a private or governmental agency that provides Livescan fingerprinting. Costs range from \$60-\$75. After being fingerprinted, you **MUST** return a copy of the completed Livescan form to the school district. NOTE: if you worked FOR PAY in a Michigan school district during the 2015-2016 school year, you MAY be able to transfer your print report from that school district to the one in which you are student teaching. Fingerprinting can be done after the meeting.
5. Bring the following to the meeting:
 - a. Printed copy of employment documents (attached to this memo). It will save time if you complete them before the meeting.
 - b. IDs for Employment eligibility verification. **Bring originals of each ID.** You need to bring either:
 - i. One document from List A (such as a U.S. Passport or Permanent Resident Card) **OR**
 - ii. Two documents
 1. One document from List B (such as Driver’s license or other Government ID) **AND**
 2. One document from List C (such as Social Security Card or Birth Certificate)
 - iii. **PLEASE NOTE:** *Two documents from List B (such as Driver’s License and School ID) do NOT meet the Federal I-9 requirement.*
 - c. Original, official undergraduate transcript showing 90 credits or more (if not sent separately)
 - d. Blue or black pen.

If you have any questions concerning this information, please feel free to contact PESG at 866-782-7277 or email misupport@contractsubs.com with “Student Teacher” in the subject line.

Sincerely,

Your PESG Customer Service Team

PESG | Professional Educational Services Group

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