

Important Updates for the 2020-21 Year

- **Am I required to have a Sub Badge? Yes.**
 - **New This Year: Sub IDs will no longer be dated. You will have a one-time badge that you use for your entire term as a sub. We will automatically make badges for returning subs with the pictures we have on file. This will be a one-time thing! No more yearly badges.**
 - However, if you are a returning sub and want a *new picture* for your Badge, please **have your picture taken by 8/6/2020** with reception. If you need your picture taken, contact Pat Dalton Pat.Dalton@douglasesd.k12.or.us to make sure the office is open and to schedule a time for your picture.
 - You *will no longer* need a *new badge* every year since badges are *no longer dated* with the current school year.
 - An email will be sent to all subs when badges are ready.
- **Is there a new pay date? YES!**
 - The 20th of each month is the new pay date unless it falls on a weekend. The new dates are posted in the sub handbook and website.
- **What do I do when I no longer want to be a substitute?**
 - Send an email to sub services with Subject Line: **“No Longer Subbing”**. In the email, state when your last day of accepting a job will be and reason for resigning (another job, retiring, move, etc...).
 - *Return your badge to the DESD office.*
- **Do I need to have an email address? Yes.**
 - Email is the primary method of communication to subs. Your assignments are confirmed and cancelled via email. Communication emails with updates and important information is sent to subs via email.
 - You must have a valid email address to be a substitute teacher.
- **How do I learn more about COVID?**
 - Resources are listed on our website: <https://douglasesd.k12.or.us/covid-19-information-and-resources>
 - School openings are depending on the direction from State of Oregon governor’s office.