



# GENESEE INTERMEDIATE SCHOOL DISTRICT

LEADERSHIP ♦ SERVICE ♦ INNOVATION *Partnering for success!*

2413 West Maple Avenue, Flint, Michigan 48507-3493  
(810) 591-4400 Fax (810) 591-7570  
[www.geneseeisd.org](http://www.geneseeisd.org)

## 2018-19 FINGERPRINTING/CRIMINAL RECORD CHECK PROCESS FOR NEW SUBSTITUTE TEACHERS

1. The Michigan Department of Education (MDE) requires that you provide one of the following at your fingerprinting appointment:
  - a. Valid Teacher's Certificate: A substitute permit is required when you substitute outside of your certification's grade level and subject area even for day-to-day, short-term assignments, not to exceed 90 days in the same classroom.
  - b. Expired Teacher's Certificate: You must obtain a substitute teacher permit. For information on renewal procedures, please contact the MDE at (517) 373-3324 or visit **the MDE website** (<http://www.michigan.gov/mde>).
  - c. Official Transcripts: You must obtain a substitute teacher permit. The MDE requires the following regarding Official Transcripts:
    - i. Transcripts must be marked "Official." We are unable to accept photocopies of official transcripts, student copies and/or internet copies.
    - ii. Completed at least 60 semester or 90 quarter hours
    - iii. "C" cumulative grade point average or better
    - iv. Transcripts must be from a two or four-year regionally/nationally accredited college/university
2. Fingerprint Appointment Required:
  - a. When you have your educational documents ready, please call (810) 591-4400 to schedule your appointment at the GISD (Erwin L. Davis Education Center: 2413 W. Maple Avenue in Flint, MI 48507)
3. \$62.00 Check or Money Order:
  - a. Fingerprinting/criminal background processing fee. Please make your check or money order payable to the GISD. (Cash is not accepted.)
4. Valid Identification Required:
  - a. Must be a Valid Government/State-Issued Photo ID (i.e. Driver's License)

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Once fingerprinted, you may begin applying to districts and/or educational companies immediately, and each may have specific employment requirements, such as orientation classes, TB tests, etc. Questions regarding employment should be directed to the district or educational company. If you plan to work for an educational company, such as EDUStaff, the GISD will still process all criminal history reports.

When your criminal history report is received and processed by the GISD and, if necessary, the Michigan Department of Education (MDE), you are considered a "conditional" applicant. Applicants with an expired or out-of-state certificate will be required to have a substitute teacher permit.

For each applicant who requires a substitute teacher permit, a substitute application will be entered on the MDE website. The MDE will email a payment link to the applicant. The permit fee is \$45.00 and is only payable with a debit or credit card and expires August 31<sup>st</sup> of each school year. You will not receive a tangible permit; permits are viewable electronically by districts and educational companies. You will only be permitted to substitute on day-to-day, short-term assignments in any public or non-public district within Genesee County.