



Sheridan Community Schools

Home of the Sheridan Blackhawks

24795 N. Hinesley Road • Sheridan, Indiana 46069 • 317-758-4172 Fax 317-758-6248

Dr. Dave Mundy, Superintendent

RE: *Obtaining a Substitute Teacher's Permit*

To apply for your three-year Substitute Teacher Permit, you need to visit the State of Indiana Department of Education **LVIS** (License Verification and Information System) website to submit an application.

1. Navigate your web browser to <https://license.doe.in.gov/>.
2. Click on Create Profile button on the **LVIS** home page. The link to the LVIS Instruction pages is <http://www.doe.in.gov/educatorlicensing/pdf/LVISApplicantManualv1.5.pdf>. Please refer to the manual should you have questions regarding the process.
Pages 9 – 19 refer to the Substitute Teacher Permit process.
3. Provide the information requested. Log out.
4. A *Welcome E-mail* will be sent to the your email address directing you to verify your email address in the hyperlink provided. If you do not receive an email within 30 minutes, please check your spam filter.
5. Once you have verified your email address, go back into your profile and choose the Substitute Teacher Permit option from the pull-down menu. Provide the necessary information including the ***Sheridan Community Schools Corporation-3055*** as your employing school. You will be required to pay \$16.32 online. *The system accepts MasterCard and Visa credit/debit or prepaid cards only.*
6. After you complete and submit the application, notify me via email at kchilders@sheridan.k12.in.us so I will know when to verify you as a sub for our district. You will receive an email stating such.
7. At this time, you must log back in to print your Substitute Teacher Permit. The State does NOT allow the School Corporation printing capabilities so **you MUST print your permit and bring it to our office or save it to a PDF file and forward it to my e-mail acct. kchilders@sheridan.k12.in.us**. I will be able to add you to our Substitute Teacher roster once I receive the permit.

Any questions, please call me at (317) 758-4172.

Kim Childers



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