



SCHOOL DISTRICT  
PALM BEACH COUNTY, FLORIDA  
RECRUITMENT & RETENTION  
3300 FOREST HILL BLVD., SUITE # A-132  
WEST PALM BEACH, FL 33406-5813

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[www.palmbeachschools.org](http://www.palmbeachschools.org)

PATRICE B. KAUPE, PHR  
DIRECTOR

DARRON DAVIS, PHR  
CHIEF OF HUMAN RESOURCES

May 26, 2011

Dear Substitute Teacher:

Thank you for the service you have provided to the children of Palm Beach County as a Substitute Teacher. We hope you will continue to substitute for the 2011-2012 school year. If you subbed the required one day during 2<sup>nd</sup> semester you have **reasonable assurance** of the same opportunity for substitute assignments during the 2011-2012 school year as you had this year. Please read all the following information completely and carefully.

#### **Action Needed**

- All Substitutes are required to have an **unexpired** school district ID badge. Green Substitute ID badges expire June 30, 2011. If you have questions regarding your badge, please contact school police.
- Frequently check your district email. As well as having information sent directly to you at your district email address, you can also find important information on the sub locator announcements page and the Current Substitute webpage, which is under Human Resources on the district website.
- On June 13, 2011, the district's Email platform will change to Google Email. For the necessary online training, go to <http://trainu.palmbeach.k12.fl.us/login> and search for Google Resource Center.
- Review the updated Substitute Teacher Handbook. The handbook is available on the district website: [www.palmbeachschools.org/jobs/Substitutes](http://www.palmbeachschools.org/jobs/Substitutes).
- If you **NO LONGER** wish to substitute and want your name removed from the substitute list, please notify Linda Everline by email at [leverlin@palmbeach.k12.fl.us](mailto:leverlin@palmbeach.k12.fl.us).

#### **Reminders for Successful Employment**

- Substitutes that have not worked within one school semester will be removed from the Substitute Teacher list. A semester is from August – December and January – June.
- Principals make the final determination as to who can substitute at their school. When a substitute appraisal requesting that a sub no longer work in a specific school is sent to the sub office, a copy of the appraisal is sent to the sub's district email address.
- Any changes to your locations/classifications MUST be sent to the sub office in writing.
- In the event of last minute cancellations you must notify the school.
- If you have any questions, please contact the sub office: Linda Everline (561) 434-8704, email [leverlin@palmbeach.k12.fl.us](mailto:leverlin@palmbeach.k12.fl.us) or Shirley Royal (561) 434-8706, email [royals@palmbeach.k12.fl.us](mailto:royals@palmbeach.k12.fl.us).

We look forward to working with you next year.

Sincerely,

Patrice B. Kaupe  
Director

*Palm Beach County Schools—Rated "A" by the Florida Department of Education 2005-2010*  
*"Home of Florida's First LEED Gold Certified School"*  
[www.palmbeachschools.org](http://www.palmbeachschools.org)

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