TO: <<First Name>>  <<Last Name>>

       <<Substitute Address 1>>  <<Substitute Address 2>>

       <<Substitute Address City>> , <<Substitute Address State>>  <<Substitute Address Zip>>

ON BEHALF OF THE NORTHWEST REGIONAL EDUCATION SCHOOL DISTRICT

RE:  DISTRICT SUBSTITUTE EMPLOYEES

We are in the process of closing up the 2018 - 2019 school year.  As in previous years, you will automatically be rolled over for the 2019 - 2020 school year if you have met the requirements (10+ days worked, annual online trainings completed, current background check when applicable).  If you do not wish to be a substitute for the 2019 - 2020 school year, you ­**must** send an email to subservices@cascadetech.org and request to have your substitute profile deactivated.

**Please note:** It is not necessary to reply to this email. **Only** reply if you no longer wish to substitute or if you have changes you need to make to your substitute profile. You may receive multiple Letters of Intent from different districts that CTA services. You only need to reply/send onereturn email response for changes or updates.

To make any changes to your substitute profile, you can download any of the following forms and email, mail, or fax back to CTA Substitute Services at your earliest convenience.

[Substitute Change of Information Form (address, phone, email)](https://drive.google.com/file/d/1Ri-13UZugWHTfh_mTqfGnSMaV_s7IVOw/view?usp=sharing)

[2019 FEDERAL W-4](https://drive.google.com/file/d/1YCjpdCxcXWw75mJaBy5ysWOAowHKvDSE/view?usp=sharing)

[2019 OREGON W-4](https://drive.google.com/file/d/1A5_EvezVs5ZZmA23YeQsAxJXfl6avKyT/view?usp=sharing)

[Emergency Contact Information Update](https://drive.google.com/file/d/1ECeIxpmq_BjHdFe3d1HuuUvqL30hmxkr/view?usp=sharing)

For information only:    [2019 403B and 457B supplemental retirement information](https://docs.google.com/document/d/1vccgobXo-nQ94mEtOHUk9_7jWYIbf8lJUyTVukP-mbc/edit#heading=h.uhfphwpqna69)

Following the established 2019 - 2020 school calendar, we expect that you will perform substitute services for the Northwest Education Service District in the same or similar capacity as you did prior to such year, term or period, as the need for a substitute may arise.

Also, in order to continue as an active substitute you will need to complete the mandatory trainings online.  You will receive a separate email at a later date providing access to the online training and compliance program for State and Federal Mandated courses. If you complete the online training with another district/substitute services, please email the transcripts to us so you can be opted out for any matching courses and not have to complete them again.

**PLEASE NOTE:**If you did not complete the mandatory trainings for the 2018 – 2019 school year, your substitute profile will be deactivated until they are completed for the 2019 – 2020 school year.

Any other important information regarding your employment with the district will be sent in a separate email.

**Remember**: Any questions related to pay or timesheet cutoff dates should be directed to the district you worked for.  Teacher substitute rates paid by the School District will be the amount established by the Oregon Department of Education. Classified rates are determined by the District Business Office.

CTA Substitute Services wishes to thank you for your contributions to the children and communities that we serve. We truly appreciate the work that you do and look forward to our continued association with you.

Sincerely,

CTA Sub Services Team

1-866-373-4321

subservices@cascadetech.org

[http://subservices.cascadetech.org](http://subservices.cascadetech.org/)