



310 E. 18th Street
Joshua, TX 76058
Phone: 817-202-2500 or 817-426-7500
Fax: 817-641-2738 or 817-645-8110

Dear Substitute Teacher:

Thank you for serving as a substitute teacher for the Joshua ISD during the 2008-2009 school year. Under the guidelines and standards of Texas Senate Bill 9, all substitute teachers are now required to be fingerprinted.

In order for you to continue working as a substitute teacher for the 2009-2010 school year, you must complete the attached form "SB9 Fingerprinting Information" and return it to the Human Resources Office no later than June 15, 2009. Forms not submitted in a timely manner will not be processed until September 2009 and you will not be able to work as a substitute teacher for JISD until the proper documents are filed and approved.

Information regarding dates, appointment scheduling, and fingerprinting procedures will be posted on our website or will be mailed or emailed to you between the dates of July 16 – July 23, 2009.

If you should need additional information, please call the Human Resources Department at extension 1002 or 1010.

Thank you for your cooperation.

**John Grigsby
Asst. Superintendent of Administrative Services**