



July 8, 2025

Thank you for your interest in being a sub for Madison Consolidated School Corporation. We have scheduled dates and times if you would like to come in and hear more about subbing and complete the necessary paperwork. Plan to spend 1 hour with us.

The dates and times are:

- **Friday, July 11, 2025 at: 9:30 AM, 11:30 AM or 3:00 PM**
- **Tuesday, July 15, 2025 at: 9:30 AM, 11:30 AM or 3:00 PM**
- **Friday, July 18, 2025 at: 9:30 AM, 11:30 AM or 3:00 PM**

If you haven't already done so please make sure you complete the [online application on Nimble](https://www.madison.k12.in.us/about/career-opportunities). Or visit [Madison.k12.in.us/about/career opportunities](https://www.madison.k12.in.us/about/career-opportunities) for the link.

Please bring the following documents with you:

Please bring in your driver's license and a second form of ID such as social security card or birth certificate. If you have a passport that does count for all forms. You will also need to have your direct deposit information and the transcripts for your highest degree.

You will be required to complete an expanded background check which you are responsible for paying for and a drug screen which the school district will pay for.

If you are interested in subbing for preschool there are additional requirements that the school district pays for.

You will also need to apply for a substitute teaching permit online with the Indiana Department of Education we will review this process with you during the training.

If you have specific questions or concerns please let us know. If the above-mentioned date and times don't work we are willing to schedule another date/time to meet.

If you do not currently hold a substitute teaching permit, you may obtain one by registering with the Indiana Department of Education online system, LVIS. A [tutorial](#) is also available to guide you through this process. Licenses issued under these guidelines will permit a substitute teacher to work for three calendar years. Please note MCS will not approve substitute teacher permits until an expanded criminal history check has been received.

Here is the link for the Indiana Department of Education website->Substitute Permits
<https://www.in.gov/doe/educators/educator-licensing/substitute-permits/>

All MCS employees must complete an expanded criminal history check. You will receive an email with the link to complete this after you have attended a substitute teacher orientation and have completed the appropriate paperwork to be offered a position. The final offer of employment will be contingent upon the background check and drug screen results.

We look forward to meeting with you. Have a great day!

Sincerely,

Carla Seal-Browning, Human Resource Assistant

812-274-8105 or csealbrowning@madison.k12.in.us