



# Saint John Berchmans School

2511 West Logan Boulevard, Chicago, Illinois 60647

phone: 773.486.1334 fax: 773.486.1782

## Substitute Teacher Information Sheet

Please complete the following information for our files.

Name: \_\_\_\_\_

Address where my checks should be mailed:

\_\_\_\_\_

\_\_\_\_\_

Phone where I can be reached for subbing opportunities: \_\_\_\_\_

Email address: \_\_\_\_\_

Date I am available to start: \_\_\_\_\_

I am available to sub (check all that apply):

Monday  Tuesday  Wednesday  Thursday  Friday

I would prefer to sub for (check all that apply):

Pre-K       Kindergarten       Grade 1       Grade 2       Grade 3  
 Grade 4       Grade 5       Grade 6       Grade 7       Grade 8

Please notify Julie Kurzynski with any changes in your information or schedule.

Thanks!