

To All Katy ISD Substitutes:

Please read this entire email carefully as it pertains to your employment status with Katy ISD!

As mandated by Senate Bill 9, any person substituting for KISD will have to be fingerprinted between April 10, 2010 and June 9, 2010. No substitute will be permitted to work for Katy ISD after June 10, 2010 if they have not met this requirement.

Tentatively on March 23, 2010 Katy ISD will upload a list of all active substitutes to the State Board for Educator Certification (SBEC)/Texas Education Agency (TEA). KISD, in return, will receive a list of the substitutes who are required to be fingerprinted.

All substitutes who require fingerprinting will be notified by mail in April 2010. Some substitutes may not need to be fingerprinted if they have already done so, but this determination will be made by the State and communicated to the district in March 2010. Whether you think will have to be fingerprinted or not, please make sure that both your correct mailing address and email address are on file with the district. Any address changes will need to be made through the [Substitute office, 281-396-6125](#). Email address and phone number changes can be made [directly in AESOP](#).

Substitutes who require fingerprinting will be separated into two categories: [Certified Substitutes](#) and [Non-certified Substitutes](#). Certified substitutes include any person who holds a certificate issued by SBEC or TEA, including but not limited to, educational aides, educational secretaries, teachers, librarians, counselors, and administrators. Non-certified substitutes include any person who has never held a certificate issued by SBEC/TEA.

Certified substitutes must log on to SBEC Online and update their personal information (see below "[Certified Sub Instructions](#)"). TEA will send a notice to the email address entered in SBEC Online with steps on how to retrieve the Fast Fingerprint Pass. This Pass must be taken to the fingerprint appointment with a valid state driver's license/I.D., no exceptions! Certified substitutes, please note that if you do not complete the fingerprinting requirement by [June 9, 2010](#), any certificates you hold through SBEC will be rendered INACTIVE until the requirement is met.

Non-certified substitutes will be required to pick up their Fast Fingerprint Pass at the [Merrell Center in April at a date TBD \(to be determined\)](#). This Pass must be taken to the fingerprint appointment with a valid state driver's license/I.D., no exceptions! Additional information regarding the Fast Pass pick-up dates, times, and location will be sent in the beginning of [April 2010](#).

All substitutes, both certified and non-certified, must schedule their own fingerprint appointments. Instructions on how to do so will be provided with the Fast Fingerprint Passes.

[Please view below "Substitute Notice" for information regarding payment of fees, what to expect, and how to prepare.](#)

Once again, if fingerprinting results are not received for any substitute by [June 9, 2010](#), they will NOT be able to substitute for [Katy ISD](#) until this requirement is satisfied. If you have any additional questions, please contact Human Resources at [\(281\)396-6125](#).

Certified Sub Instructions

SBEC Online Account Instructions:

1. Go to <http://www.sbec.state.tx.us/>.
2. You will see "Educator Login" on the right.
3. If you have not done this previously, click on New User.
4. If you know your "Username" and "Password," enter them.
5. If you have done this before but don't remember your "Username" and "Password," click on the "Forgot Username" and/or "Password."
6. Once you have logged in, select the "Change Address" tab on the left-hand side of the screen.
7. Verify your name. If your name has changed, simply follow the directions located just below your name in order to get your name changed in the SBEC system. As part of the directions, you will see a "Click Here" link that will allow you to easily notify SBEC of your name change.
8. Verify your gender, date of birth, phone number, and or other identifying information.
9. Verify your mailing address and your e-mail address. Your Fast Fingerprint Pass information from SBEC/TEA will be sent to your email address.
10. Make necessary changes and select "Continue" to return to the SBEC home page.
11. Log off.

IMPORTANT NOTICE

for ALL Katy ISD Substitutes

As mandated by **Senate Bill 9**, ALL KISD Substitutes must be fingerprinted **between April 5, 2010 and June 9, 2010**. Any Substitute that does not complete fingerprinting during this time will be inactivated in the district's substitute system. This means that you will not be able to substitute for Katy ISD after **June 9, 2010**, for the 2010-2011 school year until you have satisfied the fingerprinting requirement!

Please be aware that any certificates issued to KISD substitutes by the State Board for Educator Certification will be rendered **INACTIVE** if fingerprint results are not received by **June 9, 2010**.

Substitutes will be required to pay the following fees for fingerprinting:

	Includes Who?	Fees	How to Pay Fees
CERTIFIED Substitute Teachers and Teacher's Aides	Any substitute who holds a certificate issued by SBEC/TEA NOTE: This includes paraprofessional and secretarial certificates issued by SBEC/TEA	\$52.20	Certified Subs pay <u>\$42.25</u> via credit card in SBEC Online when accessing their FAST Fingerprint Pass. At the time of the scheduled fingerprint appointment, Certified Subs pay <u>\$9.95</u> via check or money order to the fingerprint technician. <u>CASH IS NOT ACCEPTED</u>
NON-CERTIFIED Substitute Teachers and Teacher's Aides	Any substitute who DOES NOT hold a certificate issues by SBEC/TEA	\$50.20	Non-Certified Subs pay the entire \$50.20 via check or money order to the fingerprint technician at the time of the scheduled fingerprint appointment. <u>CASH IS NOT ACCEPTED</u>

What to Expect

At the beginning of April 2010 you will be contacted by Human Resources with the following instructions:

- **How to schedule your fingerprinting appointment**
- **How to obtain your FAST Fingerprinting PASS (This must be taken with you to your fingerprinting appointment along with a valid Texas driver's license/ID card)**

How to Prepare

All Substitutes must ensure that their FIRST and LAST names match on:

- **Texas driver's license/ID card**
- **Katy ISD records (look on your paycheck)**
- **SBEC account (only applicable to subs who hold a certificate through SBEC)**

For Fingerprinting and Senate Bill 9 FAQs, please visit www.sbec.state.tx.us

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