

**EDISON TOWNSHIP BOARD OF EDUCATION
312 PIERSON AVE.
EDISON, NJ 08837**

SUBSTITUTE WORKSHOP

Workshop Date: Friday, February 24, 2017
Registration Begins: Tuesday, January 10, 2017
Deadline to Register: Monday, February 20, 2017

Workshop Location & Time: 10:00 a.m. - 12:00 p.m.
Edison Township Board of Education
312 Pierson Avenue
Edison, NJ 08837

- ◆ There is no charge for the workshop.
- ◆ Please do not bring children or anyone not registered as seats are limited.
- ◆ It is **not** necessary to bring any documentation at this time.
- ◆ All packets and literature will be distributed at the workshop.
- ◆ Our Automated Substitute System (AESOP) will be presented.
- ◆ All of your questions will be addressed at the workshop.
- ◆ **MAIL an Official Transcript/Evaluation to:**
Edison Board of Education, 312 Pierson Ave., Edison, NJ 08837
Attn: Human Resources/Substitutes
(A Minimum of 60 college credits or equivalent is required)

If you are unable to attend this workshop once you are registered, it is not necessary to call to cancel.

The registration form for the substitute workshop is attached below. This is the **only** form that needs to be returned in order to secure a seat at the workshop. Please complete the registration and **mail** the bottom portion to **Edison Board of Education, 312 Pierson Avenue, Edison, N.J. 08837 Attention: Human Resources/Substitutes.**

Space is limited so if capacity is reached at the time your registration is received you will be notified via email that you will need to re-register for a future workshop. In the event the workshop needs to be cancelled due to inclement weather, please watch for announcements on the Edison District Website (www.edison.k12.nj.us).

PLEASE PRINT

February 24, 2017 Substitute Workshop

NAME: _____ PHONE _____

ADDRESS _____

E-MAIL: _____