



Solon City Schools
Administrative Offices
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Thomas W. Stupica
Assistant Superintendent

TO: All Substitute Teachers

The Solon Board of Education, along with all other districts in Ohio, is now required to have all substitute teachers fingerprinted before working in the district.

The cost of this procedure is \$46 payable with the substitute application. At this time, B.C.I. and F.B.I. fingerprints will be taken. This \$46 check should be made out to the Solon Board of Education. Cash payments will also be accepted.

After receiving the \$46 payment, we will fingerprint the substitute and electronically send the form to the Bureau of Criminal Identification and Investigation.

If you have any questions, please give my office a call.

Sincerely,

Thomas W. Stupica
Assistant Superintendent

TWS/ky

** Please note if a criminal record is on file, a substitute may be removed from the substitute list, and the \$46 is non-refundable.

The substitute pay rate is \$95 per day. In addition, once you have substituted 30 days in Solon during the school year, you will receive an additional \$5/day for each day beyond thirty.

We appreciate your work as a substitute in Solon Schools.