



Solon Board of Education
33800 Inwood Road
Solon, Ohio 44139-4198
(440) 248-1600
Fax: (440) 248-7665

To: All Substitute Teachers

The Solon Board of Education requires all substitute teachers have current fingerprints on file before working in the district. If you have had them done elsewhere within the last year you may bring us a copy of the completion letters. If not, we can process for \$60 payable to the *Solon Board of Education*. This amount will cover the BCI&I and FBI fingerprints.

If you are going to be returning as a substitute for the 2014-2015 school year you need to go to the following website and fill out the form listed there:

subs.bolden.me

If you need to have your substitute license renewed, the state is now having this process completed online. A video for completing the process can be found at:

<http://licensure.bolden.me>

A link to the licensure renewal portal can be found at:

<https://safe.ode.state.oh.us/portal>

If you have any questions, please contact myself or Betsy Street at (440) 349-7497.

Sincerely,

Fred E. Bolden, II
Director of Personnel & Transportation

FEB/bgs

Please note if a criminal record is on file, a substitute may be removed from the substitute list and the \$60 is non-refundable.