



STATE DEPARTMENT OF EDUCATION

P.O. BOX 83720  
BOISE, IDAHO 83720-0027

TOM LUNA  
STATE SUPERINTENDENT  
PUBLIC INSTRUCTION

**MULTIPLE DISTRICT ASSIGNMENT/SUBSTITUTE TEACHER FORM  
for SCHOOL PERSONNEL**

This form is to be used by employees working in multiple capacities within the same district or in multiple districts.

Employee Name (Please Print Clearly): \_\_\_\_\_

Last Four Digits of your Social Security Number: \_\_\_\_\_

Directions: Please check all that apply to <b>current</b> assignments:	
Full/Part-Time Teacher	Substitute Teacher*
Summer Employment	Driver Education
Other Non-Certificated Duties, including coaches and Volunteers	Student Teachers/Interns
Substitute, other than a teacher, who temporarily replaces a non certificated employee (i.e., administrative assistant, cook, custodian, bus driver).	
Supplemental Education Services (Please identify the agency you are tutoring with)	

**NOTE: The term "district" refers to both school district and agency.**

Please list by district name and district identification number **ALL** districts in which you are employed. This list will allow you to work in these districts without undergoing a Background Investigation Check (BIC) (fingerprinting) for each. It is necessary for the appropriate superintendent/designee to sign the form for each district listed. **Additional districts will only be added if the BIC is less than three (3) months old.**

\* Substitute Teachers only need to have this form signed by the district submitting the fingerprint card to be placed on the state-wide substitute teacher list.

District/Agency & Number	Printed Name of Superintendent or Designee	Signature of Superintendent or Designee	Date

Return this completed form and the completed fingerprint card (if applicable) to:  
State Department of Education  
Background Records Office  
PO Box 83720  
Boise, ID 83720-0027  
Contact as necessary: Shannon Haas (208) 332-6888

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Office Location  
650 West State Street

Telephone  
208-332-6800

Speech/Hearing Impaired  
1-800-377-3529

Fax  
208-334-2228