



2025-26

SUBSTITUTE APPLICATION FOR CONTINUED EMPLOYMENT  
**2025-26 LETTER OF INTENT TO RETURN**

**\*Please note:** This Letter of Intent to Return, along with the current Critical Policies form, is required to be sent in each school year to Canyons District Substitute Office to remain an active substitute. If you are not returning, call the Substitute Office @ 801-826-5427. Complete the information below for Frontline activation.

**SUBSTITUTES WITH NO ACTIVITY FOR A PERIOD OF 1 MONTH WILL BE INACTIVATED IN FRONTLINE**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you have a current or expired Professional Teaching license? YES \_\_\_\_\_ NO \_\_\_\_\_

**Licensed or Regular Subs:** Are you interested in being a Long-Term Substitute? YES \_\_\_\_\_ NO \_\_\_\_\_

\*If so, Elementary \_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_ All grades Pre-K-12 \_\_\_\_\_

Are you fluent in a world language other than English? \_\_\_\_\_ If so, what languages: \_\_\_\_\_

**\*You are responsible to provide verification for any educational changes, which may increase your pay rate. Copies of the STEDi Diploma to be a Regular Substitute or a Professional Teaching License to be a Licensed Substitute is required.**

\_\_\_\_\_ YES, I wish to continue as a Substitute Teacher in Canyons School District for the **2025-26 School year**  
Initials

\_\_\_\_\_ Substitutes with NO ACTIVITY for a period of 1 month (**THIS IS A CHANGE**) WILL be removed from the system  
Initials for the remainder of 2025-26 school year

\_\_\_\_\_ I acknowledge that long term pay is given only if subbing for a licensed teacher (not para-educators or boosters)  
Initials

\_\_\_\_\_ I understand if my address changes, I am to contact Human Resources to provide the new address  
Initials

\_\_\_\_\_ I understand that Substitutes are paid either half-day (0-4 hours) or full day (over 4 hours), regardless of prep period  
Initials or not, without additional pay, and agree to follow the direction of the school where I have chosen to sub for the day.

**Answer questions below with an X**

**YES NO**

Canyons School District does not sponsor Visas for substitutes. Are you authorized to work in the U.S.A.?		
Have you previously retired from the Utah State Retirement System? If yes, complete a Post Retirement form		

*Have you ever been convicted of a crime or offense?		
*Have you ever been discharged or resigned in lieu of termination from a former position?		
*Have you ever been refused tenure, non-renewed, suspended, or terminated?		
*Have you ever had any action, sanction, or discipline taken against your teaching license or are you currently under investigation?		

***\*If you have answered yes to any items above, you must provide a letter of explanation or verification of expungement.***

YES NO

Pursuant to Utah State Law 53G-11-410 and 34-42-1, by selecting "Yes" on this question I authorize Canyons School District to contact current and previous employers and authorize them to disclose information regarding any employment action taken or discipline imposed against me for the physical abuse or sexual abuse of a child or student as well as information about my job performance, professional conduct or evaluations.

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\_\_\_\_\_  
Initials

I understand that if an LEA (Local Education Agency) or other employer in good faith discloses information that is within the scope of this release, the LEA or other employer is immune from civil and/or criminal liability based upon the applicable law.

\_\_\_\_\_  
Initials

I acknowledge that by not marking "Yes" on this question, I cannot be considered for employment with Canyons School District.

## AGREEMENT

I hereby affirm that all information I have provided on this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification or omission will be sufficient cause for denial of employment or discharge.

All substitutes are considered "at will". That is, either the substitute or Canyons School District may end the employment relationship at any time, for any reason, or for no reason.

There is no expectation of being called or utilized as a substitute.

Canyons District Employees are expected to follow all district policies.

If a substitute's performance has been less than satisfactory, a school administrator may send a summary of their concerns to the Substitute Office and request that the substitute be excluded from future assignments at the school. A member of the Substitute Office will notify the substitute of the concerns via the substitute's district provided email.

If the Substitute Office receives at least three reports indicating that their conduct or performance has been unsatisfactory, the Substitute Committee will meet, and a determination may be made to terminate employment with the District.

Substitutes with NO ACTIVITY for a period of one month WILL be removed from the system for the remainder of the 2025-26 school year.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*CANYONS SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, sexual orientation, or veteran status. Inquiries regarding Canyons School District's hiring practices may be addressed to: Director of Human Resources, Canyons School District, 9361 South 300 East, Sandy, UT 84070.*

**PLEASE NOTE:** This form, along with the current Critical Policy form are both required to finalize your return and activate your Frontline account. The Critical Policy form will be available by July 15. Both forms will be available on the Substitute page at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)