

ON-LINE SUBSTITUTE TEACHER COURSE  
REGISTRATION FORM

(On-line Class period: September 12, 2016 through October 28, 2016)

(NOTE: Registration Form is accepted only during specified Open Registration Dates)

(Postmarked: August 22, 2016 through September 2, 2016)

**CLASS LIMIT IS 30 STUDENTS**

**READ ENTIRE Registration Information Sheet.**

**Then, COMPLETE all information below.**

*[Make a copy of a completed Registration Form for your files.]*

**PLEASE PRINT OR WRITE LEGIBLY.**

\_\_\_\_\_  
Today's Date

I currently reside on [circle one] Oahu Maui Molokai Lanai Hawaii Kauai

\_\_\_\_\_  
Applicant's Name LAST FIRST MIDDLE INITIAL Gender: Male/Female

\_\_\_\_\_  
Current Mailing Address City, State Zip

\_\_\_\_\_  
Current Phone Number(s) Home and/or Cell Birth Date

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

\_\_\_\_\_  
Current E-mail Address

**MANDATORY ORIENTATION TRAINING**

You are required to view the Orientation Training Module during Week One of the course to familiarize yourself with the use of the online learning environment. More information will be given to you by your instructor.

**MAIL the following required documents: **Failure to submit all six (6) documents will result in non-registration and documents returned or held at the Community School for Adults office for pick-up. Mail or drop off documents during stated registration period. First come first serve. Space is limited.****

1. Signed and completed On-line Substitute Teacher Registration Form.
2. An original *Approval Notice* signed and dated by the School Administrator for current school year.
3. **Xerox copy** of one of the following: an official college transcript from an accredited college/university in the United States; OR an original Evaluated Transcript if college/university is outside USA; OR an original *Notification of Personnel Action*, Form SF5A (if current substitute teacher). 1. Original transcripts will **not** be returned.
4. Xerox copy of a picture ID card i.e. Driver's License, state issued ID, military ID, passport
5. Self-addressed envelope [9" x 12"] with a postage stamp of \$1.61.
6. Signed and Dated Check or Money Order. **NO REFUND.** Make **\$70.00** check, Cash, or money order (\$20.00 enrollment fee plus \$50.00 tuition) payable to: **Department of Education**

**MAIL ALL documents to:**

**MCKINLEY COMMUNITY SCHOOL-MAUI**  
ATTN: ONLINE SUB CLASS  
179 WEST KAAHUMANU AVENUE  
KAHULUI, HI 96732

**NOTE:** Registration can be walked into MCSA MAUI on September 1-2 only, space permitting. If your mailed registration packet is accepted and processed, you will receive an email from the MCSA Maui. Otherwise, you will get your registration packet returned back to you either because the class is full or your registration packet was incomplete. **THANK YOU FOR YOUR COOPERATION!**