



**SUBSTITUTE PROFILE CHANGE FORM\*\***

Full Name: \_\_\_\_\_ Employee/Access ID#: \_\_\_\_\_  
First M.I. Last (Employee ID is the 5-Digit number issued on 1<sup>st</sup> paycheck)

I am requesting the following change(s) be made to my substitute profile:

Add	Delete	Location	Add	Delete	Location	Add	Delete	Location
<input type="checkbox"/>	<input type="checkbox"/>	<b>All Elementary Schools OR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>All Middle Schools OR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Classifications con't.</b>
<input type="checkbox"/>	<input type="checkbox"/>	Abingdon	<input type="checkbox"/>	<input type="checkbox"/>	Aberdeen	<input type="checkbox"/>	<input type="checkbox"/>	Dance
<input type="checkbox"/>	<input type="checkbox"/>	Bakerfield	<input type="checkbox"/>	<input type="checkbox"/>	Bel Air	<input type="checkbox"/>	<input type="checkbox"/>	Drama/Theatre
<input type="checkbox"/>	<input type="checkbox"/>	Bel Air	<input type="checkbox"/>	<input type="checkbox"/>	Edgewood	<input type="checkbox"/>	<input type="checkbox"/>	Early Intervention
<input type="checkbox"/>	<input type="checkbox"/>	Church Creek	<input type="checkbox"/>	<input type="checkbox"/>	Fallston	<input type="checkbox"/>	<input type="checkbox"/>	Elementary – Grade 1
<input type="checkbox"/>	<input type="checkbox"/>	Churchville	<input type="checkbox"/>	<input type="checkbox"/>	Havre de Grace	<input type="checkbox"/>	<input type="checkbox"/>	Elementary – Grade 2
<input type="checkbox"/>	<input type="checkbox"/>	Darlington	<input type="checkbox"/>	<input type="checkbox"/>	Magnolia	<input type="checkbox"/>	<input type="checkbox"/>	Elementary – Grade 3
<input type="checkbox"/>	<input type="checkbox"/>	Deerfield	<input type="checkbox"/>	<input type="checkbox"/>	North Harford	<input type="checkbox"/>	<input type="checkbox"/>	Elementary – Grade 4
<input type="checkbox"/>	<input type="checkbox"/>	Dublin	<input type="checkbox"/>	<input type="checkbox"/>	Patterson Mill	<input type="checkbox"/>	<input type="checkbox"/>	Elementary – Grade 5
<input type="checkbox"/>	<input type="checkbox"/>	Edgewood	<input type="checkbox"/>	<input type="checkbox"/>	Southampton	<input type="checkbox"/>	<input type="checkbox"/>	Elementary – Kindergarten
<input type="checkbox"/>	<input type="checkbox"/>	Emmorton				<input type="checkbox"/>	<input type="checkbox"/>	Elementary – Pre-K
<input type="checkbox"/>	<input type="checkbox"/>	Forest Hill	<input type="checkbox"/>	<input type="checkbox"/>	<b>All High Schools OR</b>	<input type="checkbox"/>	<input type="checkbox"/>	English/Language Arts
<input type="checkbox"/>	<input type="checkbox"/>	Forest Lakes	<input type="checkbox"/>	<input type="checkbox"/>	Aberdeen	<input type="checkbox"/>	<input type="checkbox"/>	Enrichment/S.E.M.
<input type="checkbox"/>	<input type="checkbox"/>	Fountain Green	<input type="checkbox"/>	<input type="checkbox"/>	Alternative Education at CEO	<input type="checkbox"/>	<input type="checkbox"/>	ESOL-English as Second Lang.
<input type="checkbox"/>	<input type="checkbox"/>	G.D. Lisby at Hillsdale	<input type="checkbox"/>	<input type="checkbox"/>	Bel Air	<input type="checkbox"/>	<input type="checkbox"/>	Family & Consumer Science
<input type="checkbox"/>	<input type="checkbox"/>	Hall's Cross Roads	<input type="checkbox"/>	<input type="checkbox"/>	C. Milton Wright	<input type="checkbox"/>	<input type="checkbox"/>	Food Industry
<input type="checkbox"/>	<input type="checkbox"/>	Havre de Grace	<input type="checkbox"/>	<input type="checkbox"/>	Edgewood	<input type="checkbox"/>	<input type="checkbox"/>	French
<input type="checkbox"/>	<input type="checkbox"/>	Hickory	<input type="checkbox"/>	<input type="checkbox"/>	Fallston	<input type="checkbox"/>	<input type="checkbox"/>	German
<input type="checkbox"/>	<input type="checkbox"/>	Homestead Wakefield	<input type="checkbox"/>	<input type="checkbox"/>	Harford Technical	<input type="checkbox"/>	<input type="checkbox"/>	Health Education
<input type="checkbox"/>	<input type="checkbox"/>	Jarrettsville	<input type="checkbox"/>	<input type="checkbox"/>	Havre de Grace	<input type="checkbox"/>	<input type="checkbox"/>	Health Occupations
<input type="checkbox"/>	<input type="checkbox"/>	John Archer	<input type="checkbox"/>	<input type="checkbox"/>	Joppatowne	<input type="checkbox"/>	<input type="checkbox"/>	Library Media Specialist
<input type="checkbox"/>	<input type="checkbox"/>	Joppatowne	<input type="checkbox"/>	<input type="checkbox"/>	North Harford	<input type="checkbox"/>	<input type="checkbox"/>	Mathematics
<input type="checkbox"/>	<input type="checkbox"/>	Magnolia	<input type="checkbox"/>	<input type="checkbox"/>	Patterson Mill	<input type="checkbox"/>	<input type="checkbox"/>	Music
<input type="checkbox"/>	<input type="checkbox"/>	Meadowvale				<input type="checkbox"/>	<input type="checkbox"/>	Music – Instrumental
<input type="checkbox"/>	<input type="checkbox"/>	Norrisville	<input type="checkbox"/>	<input type="checkbox"/>	Harford Glen	<input type="checkbox"/>	<input type="checkbox"/>	Music - Vocal
<input type="checkbox"/>	<input type="checkbox"/>	North Bend				<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Education
<input type="checkbox"/>	<input type="checkbox"/>	North Harford	<input type="checkbox"/>	<input type="checkbox"/>	<b>All Teacher Classifications</b>	<input type="checkbox"/>	<input type="checkbox"/>	Physical Education
<input type="checkbox"/>	<input type="checkbox"/>	Prospect Mill	<input type="checkbox"/>	<input type="checkbox"/>	All elementary classes	<input type="checkbox"/>	<input type="checkbox"/>	Reading
<input type="checkbox"/>	<input type="checkbox"/>	Red Pump	<input type="checkbox"/>	<input type="checkbox"/>	All middle school classes	<input type="checkbox"/>	<input type="checkbox"/>	Rotating Coverage
<input type="checkbox"/>	<input type="checkbox"/>	Ring Factory	<input type="checkbox"/>	<input type="checkbox"/>	All high school classes	<input type="checkbox"/>	<input type="checkbox"/>	Science
<input type="checkbox"/>	<input type="checkbox"/>	Riverside	<input type="checkbox"/>	<input type="checkbox"/>	Agriculture Science/Tech.	<input type="checkbox"/>	<input type="checkbox"/>	Social Studies
<input type="checkbox"/>	<input type="checkbox"/>	Roye-Williams	<input type="checkbox"/>	<input type="checkbox"/>	Alternative Education	<input type="checkbox"/>	<input type="checkbox"/>	Spanish
<input type="checkbox"/>	<input type="checkbox"/>	William Paca	<input type="checkbox"/>	<input type="checkbox"/>	Art	<input type="checkbox"/>	<input type="checkbox"/>	Special Ed. Self-Contained
<input type="checkbox"/>	<input type="checkbox"/>	William S. James	<input type="checkbox"/>	<input type="checkbox"/>	Automotive	<input type="checkbox"/>	<input type="checkbox"/>	Special Education
<input type="checkbox"/>	<input type="checkbox"/>	Youth's Benefit	<input type="checkbox"/>	<input type="checkbox"/>	Business	<input type="checkbox"/>	<input type="checkbox"/>	Technology Education
			<input type="checkbox"/>	<input type="checkbox"/>	Computer Lab	<input type="checkbox"/>	<input type="checkbox"/>	Trades & Industry
			<input type="checkbox"/>	<input type="checkbox"/>	Computer Science	<input type="checkbox"/>	<input type="checkbox"/>	<b>All Support Staff Positions:</b>
			<input type="checkbox"/>	<input type="checkbox"/>	Cooperative Education	<input type="checkbox"/>	<input type="checkbox"/>	*Inclusion Helper
			<input type="checkbox"/>	<input type="checkbox"/>	Cosmetology	<input type="checkbox"/>	<input type="checkbox"/>	*Library Media Technician
						<input type="checkbox"/>	<input type="checkbox"/>	*Paraeducator

\*For information on HCPS substitute payrates please visit [www.hcps.org](http://www.hcps.org)

\*\*Please use the Address, Name, and Family Status Change Form to update personal/contact information (located at [www.hcps.org](http://www.hcps.org)).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed form to [subsupport@hcps.org](mailto:subsupport@hcps.org) or via fax to 410-588-5315 Attn: Sub Support