

### **Required Information/Documents**

To complete your substitute application for **guest teacher, support staff substitute or coach**, you must have the following:

- Successful work history
- Email addresses for current/most recent supervisors
- Copy of high school diploma

**Guest teacher** applicants must also have:

- Unofficial/official transcripts showing 60 credits from a regionally accredited university/college
- An approved evaluation company must evaluate transcripts from a foreign university/college. For a list of approved evaluators, visit the Nevada Department of Education's website.

**Support Staff Substitute** applicants must also have:

- Valid CPR/AED card
- Upload a copy of the front and back under "Attach Documents"

**Coach** applicants must also have:

- Valid CPR/AED card
- Upload a copy of the front and back under "Attach Documents"
- Reference from a CCSD school that is recommending you to be a coach at that specific school
  - List the head coach's and/or the principal's email address under the "Work Experience/Confidential References" section.