

**\*\*\*\*\*2019-2020 NEW SUBSTITUTE\*\*\*\*\*  
MANDATORY ORIENTATION**

**EISD Administration Building  
Training Center, 2<sup>nd</sup> Floor  
303 West Knox Street  
August 29, 2019 5:30 PM**

**Complete New Sub Packet must be returned to the  
EISD Human Services Office by  
August 9, 2019 prior to the  
orientation date.**

**ALL substitutes must attend a MANDATORY  
orientation prior to subbing for the district.**

**You are required to bring to the orientation:**

- 1. High School Diploma or College Transcript**
- 2. Voided Check or Bank Information for Direct Deposit**
- 3. Names, Social Security Numbers & Birthdates for all Dependents**

Please feel free to contact the Human Services Department at 972.872.7022 with any questions.