

Las Vegas Office
2080 E. Flamingo Road
Suite 210
Las Vegas, Nevada 89119
702-486-6458



Carson City Office
700 E. Fifth Street
Carson City, NV 89701
775-687-9115

Emergency Substitute Request

School District: _____

Human Resources (HR) Contact Name: _____

HR Contact Phone: _____ Email: _____

NAC 391.0896 – Endorsement as an Emergency Substitute Teacher

To receive an endorsement as an emergency substitute teacher, a person must earn a high school diploma or its equivalent. An endorsement as an emergency substitute is valid for one (1) year after the date of issuance.

A school district may, in an emergency, hire an emergency substitute teacher to serve as a teacher in Pre-K through grade 12, as needed. Upon the written request of a school district, the Department may, in an emergency, authorize the district to hire an emergency.

Certification

Per NAC 391.0896, I, the undersigned superintendent, have identified a staffing emergency and as such am requesting authorization to hire emergency substitutes for the _____ school year. In making this request, I acknowledge that the Department may ask for periodic updates regarding the number of emergency substitutes currently employed by the district and will be responsive to such requests to the maximum extent practicable.

Requesting Superintendent:

Printed Name: _____

Signature: _____ Date: _____

For Nevada Department of Education Use Only

Form Received Date: _____

Superintendent of Public Instruction or Designee Approval: _____

Approval Date: _____