Thank you for submitting your online application to become a substitute with the Austin Independent School District. The Substitute Office will start the onboarding process by reviewing your application. This process depending on fingerprints, completion of new hire forms, and uploading appropriate documents could take 2-3 weeks. Please review the next steps and let us know if you have any questions.

Next steps:

1) Fingerprint Status
    a. Fingerprint Complete
        i. You should receive an email from Applitrack (Mailbot), informing you that your fingerprints are complete.
        ii. A separate email will be sent to you from Applitrack (Mailbot) with new hire forms for you to complete.

substitutes will have access to the substitute orientation in the Substitute Backpack. A link to this backpack will be available at orientation.

    iii. The affidavit must be signed prior to attending the I-9 verification session (for sessions held September-April).

  b. I-9 Verification session

    i. I-9 verification sessions are held on Tuesday's sporadically throughout the school year.

    ii. Please make sure to bring the original I-9 documents you uploaded onto your application. (ex. You uploaded your Driver's License and Social Security card. The **ORIGINAL** documents are needed at the I-9 verification session).

4) Welcome to AISD

  a. You should receive your new hire letter from Absence Management. The new hire letter will contain the following:

    i. The letter will have your log-in credentials into Absence Management.

    ii. Your Employee ID Number (EID#) is within your Login ID (ex. 00123456, your EID # is E123456).

    iii. Email address to the Police Department. Once you receive the new hire letter, please email the Police Department to make an appointment for your AISD substitute badge. Badges are usually conducted on Tuesday and Thursday's from 7am – Noon.

Reminder