

Dear Retired Teacher:

Thank you for your interest in serving the students of the NYC Public Schools as a Per Diem Substitute Teacher.

Eligibility for “Retired Teacher” Nomination:

To be eligible to be considered for a “**Retired Teacher**” based nomination, at the time of retirement from the NYC Public Schools, the candidate must have been a fulltime Teacher. In addition, the candidate must continue to possess valid, non-expired NYS Teacher certification (or Board of Examiner’s Teacher License). Candidates who served as fulltime Teachers in the NYC Public Schools, but retired as Principals or Assistant Principals are also eligible to apply, provided their Teacher certification is currently valid.

Securing a Nomination:

In order to be considered for work as a Per Diem Substitute Teacher in the NYC Public Schools, you need to be **nominated** for the position. There are two sources from which a nomination may be sought:

1. From a school principal interested in your services: Candidates seeking this option, if successful, will have the advantage of being automatically placed on that school’s Priority List, in the automated absence management system (Sub Central). The school of your choice is NOT obligated to nominate you. To inquire if this option is available to you, please contact the school(s) of your choice directly.

OR

2. From the Office of Substitute Application Processing: To use this option, complete the attached form and return it by mail, fax, e-mail, or hand to the Office of Substitute Applicant Processing.

Regardless of your source of nomination, approval, if granted, will be for citywide service. The Per Diem Substitute Teacher nomination portal opens and closes periodically throughout the year. When the nomination portal is closed to principals, your nomination request must be made to the Office of Substitute Application Processing.

Once a nomination has been submitted for you, by the school principal or by the Office of Substitute Applicant Processing, an email will be sent to you with instructions on how to proceed. **NOTE:** If you are not officially retired, you are not eligible for a Retired Teacher based nomination and your request will be denied.

If you have any questions, call (718) 935-4000 or write to: Perdieminquiries@schools.nyc.gov

NYCDOE – Attn: Retiree Substitute Teacher Nominations
Office of Substitute Application Processing
Division of Human Resources
65 Court Street, Room 505
Brooklyn, NY 11201

Fax: (718) 935-4758

E-mail: Perdieminquiries@schools.nyc.gov



Per Diem Substitute Teacher Nomination Request Form for **Retired** Teachers

Date: _____

File or Social Security # _____

Street _____

Gender _____

Apt. # _____

First Name _____

City _____

Last Name _____

State _____

Middle Name _____

Zip _____

Phone number _____

Email _____

NOTE: If you have a NYCDOE-issued email address, ALL system-generated correspondence will be sent to that email address, regardless of any other email address you may have provided. Therefore, please check both e-mail addresses. To verify if a NYCDOE email address was assigned to you, call the DIIT Support Center at (718) 935-5100.

Return the Completed Form (i.e., Page 2), Using Any of the Following Means:

- 1. US MAIL/
IN PERSON: NYCDOE
Attn: Retiree Substitute Teacher Nominations
Office of Substitute Applicant Processing
Division of Human Resources
65 Court Street, Room 505
Brooklyn, NY 11201
- 2. Fax: (718) 935-4758
- 3. E-mail: Perdieminquiries@schools.nyc.gov

(For Internal Use Only)

Retired? _____ SSN: _____ DOB: _____

Certification: _____

Processed by: _____

Date: _____