

SAU #5
36 Coe Drive
Durham, NH 03824-2200
603-389-3293

MEMO

Subject: Background Check Reimbursement

The Oyster River Cooperative School District thanks you for your interest in substitute teaching in our schools. In order to work as a substitute teacher, you must submit to a background as it is required by law. There is a \$47.00 fee required to process the paperwork with the State.

The fee for the background check must be paid by you. Our school district will reimburse you for this expense once you have substituted in our district a total of five days. It will be your responsibility to keep track of the days worked and to provide this information to the Accounts Payable department at SAU #5 office in order to receive the \$47.00 reimbursement. You may utilize the bottom section of this memo to keep track of days worked or provide the information in another written format with your signature included.

If you have any questions, please feel free to contact the SAU office at the number listed above.

Thank you.

Please Remit to: Accounts Payable, SAU #5, 36 Coe Drive, Durham, NH 03824-2200

_____	_____
Print Name	Date
_____	_____
Mailing Address	Signature

Please document dates worked as substitute teacher in the Oyster River Cooperative School District to receive reimbursement for the background check of \$47.00

Date Worked	School Worked
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____