



# 2022.23 Substitute Training Registration Form

Prince William County Schools (PWCS) is proud to offer an *optional* interactive in-person training class for Substitutes who want to increase their confidence and performance in the classroom. This 2.5-hour class will be led by exemplary PWCS teachers. The training program will highlight the following key topics to improve classroom success:

- Effective Classroom Management Techniques
- How to Recognize and Avoid Traps
- Traits Necessary to be a Prepared and Professional Substitute
- Importance of Providing Reports to the Classroom Teacher
- Special Education and the Legal Issues
- Implement Various Teaching Strategies
- How to Fill Down Time with Instructionally Sound Activities
- Understand What to Include in a Sub Pack

Recent attendees commented on their training experience:

*“I thoroughly enjoyed the training. Very valuable information.”*  
*“The instructors were fantastic. They were extremely professional, knowledgeable, and effective.”*  
*“After being a substitute for several years, I was pleased to still be able to walk away with many helpful hints and insight in how I can do things more efficiently.”*  
*“I thought this session was really well organized, and the subject matter very helpful.”*  
*“Extremely beneficial class and material covered. I look forward to reading the handbook!!”*

**Where:** Kelly Leadership Center, Room 1101A & B  
 14715 Bristow Road, Manassas, VA 20112  
**Cost:** \$29 (Includes STEDI Substitute Handbook)  
**When:** See dates and times below

**To Register:**

Complete this Substitute Training Registration Form and submit this form along with a check or money order for \$29, made payable to *Prince William County Schools*.

Please indicate your preferred training dates by placing a “1” before the most preferred date and a “2” before your preferred alternate training date. In the event the preferred training is full, the alternative date may be used.

- \_\_\_\_\_ Tuesday August 9<sup>th</sup>, from 5:45 pm-8:30 pm
- \_\_\_\_\_ Tuesday, December 6<sup>th</sup>, from 5:45 pm-8:30 pm
- \_\_\_\_\_ Tuesday, February 7<sup>th</sup>, from 5:45 pm-8:30 pm
- \_\_\_\_\_ Thursday, April 13<sup>th</sup>, from 5:45 pm-8:30 pm

Please note, sessions are contingent upon sufficient enrollment. Successfully registered substitutes will receive a confirmation email.

Registration requests must be received no later than the day before the session. Class sizes are limited. Admittance may not be permitted at the door for anyone who has not successfully registered *and* received a confirmation email.

Substitute Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Badge # \_\_\_\_\_

Email: \_\_\_\_\_ Check/ Money order # \_\_\_\_\_

By signing below, I am requesting to register for the aforementioned voluntary Substitute Training program. I understand this training is voluntary and no compensation will be provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail, courier, or hand deliver this form along with a \$29 check to: Prince William County Schools, Attn: HR Sub/Temp Office, 14715 Bristow Road, Manassas, VA, 20112.**

Thank you for your interest in the training. Please email ([personnelsub@pwcs.edu](mailto:personnelsub@pwcs.edu)) or call (703.791.7327) if you have any questions. ( revised 10/2022)