



# Substitute Teacher Registration Form

The following information **must** be provided for each substitute teacher who has taught for at least one day prior to **December 31**. These forms should be **completed and forwarded to the branch president** who will compile them into a single group to be sent to the NLTA Office in order to officially register all substitute teachers in the branch. Deadline for receipt at the NLTA Office is January 15.

**If the substitute teacher is completing this form, please return it to the school representative who will forward it to the substitute contact person on the branch executive, or the branch president.**

Name of Substitute Teacher: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Have you substituted at least once in this school year? Yes \_\_\_\_\_ No \_\_\_\_\_

*(Note: Substitute teachers are eligible for NLTA membership only if they have substituted at least once in the present school year.)*

Have you received an NLTA Substitute Teacher Kit? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, would you like one sent to your home address? Yes \_\_\_\_\_ No \_\_\_\_\_

*(Note: Substitute teacher information can also be accessed on the NLTA website at [www.nlta.nl.ca](http://www.nlta.nl.ca) – go to the section “For the Teacher” and then “Substitute Teachers”.)*

Branch Selected by Substitute for Membership: \_\_\_\_\_

Signature of Substitute Teacher: \_\_\_\_\_

OR:

Signature of Branch Member Making Contact: \_\_\_\_\_

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