



# Yale Public Schools

## Substitute Staff Information

All substitutes for Yale Public Schools are contracted through PCMI Services. Below is the process to follow:

1. Complete the online application process at: [PCMI Online Application](#)
2. Complete the Yale Public Schools [Substitute Teacher Packet](#) with the required documents and return it to Yale Public Schools – Central Office.
3. If you have fingerprints on file with RESA or another school District, you will need to complete the [Fingerprint Release Form](#) to request your fingerprints be sent to the Yale Public School District. (Complete the Fingerprint Release Form **ONLY** if you are requesting to have your fingerprints sent from another district.) If you have not been Fingerprinted you will need to pick up a Fingerprinting Packet at Yale Public Schools – Central Office.
4. PCMI will be notified by Yale Public Schools once you are accepted. Once your fingerprints have been verified, PCMI will notify you to complete the next section of their hiring process.

If you have any questions, please contact Nichole Green, Assistant Superintendent Secretary at (810)387-3231 ext. 7264 or [ngreen@y-psd.us](mailto:ngreen@y-psd.us)