



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. Contact the St. Clair County RESA at 810-455-4051 to schedule an appointment to have your fingerprints taken. Complete the LiveScan Fingerprint Background Check Request Form and take it with you to your appointment, along with your Drivers License and \$55 Fee. You will also need to complete and send the Michigan Waiver Agreement Form & [Substitute Teacher Packet](#) with the required documents 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.) Send this form along with the [Substitute Teacher Packet](#) & Required Documents to 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@yprd.us