

CHEBOYGAN • OTSEGO • PRESQUE ISLE EDUCATIONAL SERVICE DISTRICT

6065 Learning Lane
(231) 238-9394



Indian River, MI 49749
Fax (231) 238-8551

Dear Valued Employee,

We are pleased to inform you that we have recently partnered with EDUStaff, LLC to provide contracted services to the COP ESD and its constituent districts. The following employee groups throughout the ESD will be affected by this change: *Substitute teachers and substitute paraprofessionals*. Several factors were considered in the decision to switch from our current contracted provider, not the least of which is our confidence that EDUStaff is able to provide the excellence of service that both our districts and our contracted employees require. This change will be effective at the beginning of the 2013-2014 school year. You must become an EDUStaff employee by *Sept. 1, 2013* in order to continue subbing for COP ESD. To do so, please complete the following steps:

1. Visit **www.edustaffonline.com** and click on "Start Application". Follow all steps until reaching "Select Meeting". Please note that the GCN training modules are only required for new hires and may be bypassed by all "rollover" employees. Anyone currently with PCMI may list PCMI as an Employer Reference when entering their work history. Also, valid fingerprint records can be transferred to EDUStaff if currently on file with the ESD or a local district. A fingerprint release will be generated out during the online application process.
2. Choose an orientation meeting as the final step of the online application (see below).
3. Print out the entire application packet and bring it to the meeting along with all appropriate forms of ID. Substitute teachers will also need to provide a copy of their official transcripts.

Meeting Location	Date	Time
Cheboygan Area Schools, Classroom #3 7461 N. Straits Hwy, Cheboygan	Tuesday July 30	7:00 pm
Gaylord School Central Office, Training Rm 615 S. Elm, Gaylord	Tuesday, Aug 6	6:00 pm
Gaylord School Central Office, Training Rm 615 S. Elm, Gaylord	Tuesday, August 20	4:00 pm
Petoskey, at the Taylor School	Wednesday, Aug 14	1 pm and 2:30 pm
CharEm ISD, 08568 Mercer Blvd, Charlevoix	Tuesday, Aug 6	1 pm and 2:30 pm

We are committed to working closely with EDUStaff in order to ensure the smoothest possible transition. If you have any questions or concerns, please feel free to contact *Isaiah Thaler*, our EDUStaff representative, at 1-877-974-6338 ext. 120.

Sincerely,
COP ESD

Mary Vratanina, Superintendent
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