



# Little Cypress-Mauriceville CSD

**Dr. Jim Armstrong**  
*Director of Student and  
Personnel Services*

September 19, 2009

Dear Substitute Applicant:

Thank you for your interest in being a substitute teacher in the LCM district. In order to be approved for the district's substitute list, you are required to attend an orientation meeting unless you are a former LCM teacher, student teacher, or have attended a previous orientation.

The next orientation will be held on **Tuesday, January 5, 2010, from 8:30 a.m. to 12:00 p.m.**, in the board room of the LCM Administration Office located at 6586 FM 1130, Orange, TX 77632.

Prior to the orientation date, please complete a substitute application and return it to Beth Sonnier at the LCM Administration Office, or [bsonnier@lcmcisd.org](mailto:bsonnier@lcmcisd.org).

Substitute applications are available at the LCM Administration Office, or you may print a copy of the application at <http://www.lcmcisd.org/hr/apps/substitute.pdf>

To expedite your approval, you may want to bring the following required documents to the orientation.  
***Do not turn in any of the documents prior to the orientation.***

- **Official transcript** (If you have earned a 4 year degree, you **must** provide a college transcript. If you have not earned a 4 year degree, you may provide a high school transcript **or** college transcript). *Copied or unofficial transcripts are not acceptable.*
- **Copy of your driver's license and social security card**

Any other required forms will be given to you for completion during orientation.

If you have any questions about the session, please contact Beth Sonnier, HR manager, at [bsonnier@lcmcisd.org](mailto:bsonnier@lcmcisd.org) or 883-2232, ext. 2300.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jim Armstrong', is written over a light blue horizontal line.

Jim Armstrong  
Director of Student and Personnel Services