



# THE SCHOOL DISTRICT OF LEE COUNTY

2855 COLONIAL BLVD. ♦ FORT MYERS, FLORIDA 33966-1012 ♦ (239) 334-1102 ♦ WWW.LEESCHOOLS.NET

## **Guest Teacher Document Submission Form**

**Applicant ID:**

**Your name must be written as shown on your Social Security Card.**

**Please check one:**

- New Applicant
- Updating Personnel File

Name: \_\_\_\_\_  
First Middle Last

Street/PO Box: \_\_\_\_\_ APT/BLD #: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #: \_\_\_\_\_

IN ORDER TO ENSURE THAT YOUR PERSONNEL FILE IS COMPLETE, PLEASE PROVIDE THE FOLLOWING:

The title of the job which you are applying to is **Guest Teacher Pool**

**DOCUMENTS TO BE SUBMITTED:**

An application must have been submitted before providing these documents.  
*However, you are not required to resubmit any of the items listed below if they are currently on file and up to date.*

**Guest Teacher Positions:** For Guest Teachers ONLY.

**Required:**

1. **Official transcripts** – Official transcripts must be in the sealed envelope from the accredited institution (It is recommended that you have the transcripts mailed to you) They can be delivered or mailed to our office in the sealed envelope. We will open, officiate, track, and deliver to the appropriate personnel.  
 \*\*If you are submitting official transcripts with a different name than the one you applied with, please notify the HR Staffing Team.\*\*
2. **Evaluation of a Foreign High School Diploma, an Equivalent or University or College Transcripts:** Foreign credentials must be evaluated and translated by an institution recognized by the Florida Department of Education. Official copies are required. Copies are accepted if provided in person in order for Personnel Services to validate. Those diplomas from Puerto Rico must provide a translation only.
3. **3 Guest Teacher Employment Reference Forms** – These forms must be complete by the 3 references placed on the application. (One reference must come from the current or immediate previous employer other than The School District of Lee County.)
4. **DD-214 Form** – For those claiming Veterans Preference

**Security Documentation:** *You are not required to resubmit any of the items listed below if they are currently on file and up to date.*

If you have answered yes to a question on the **Security Questionnaire**, please provide the following:

1. **Written Statement:** In your own words, please give a brief summary of what occurred whether legal or employment related.
2. **Court Documentation:** You will need to submit the Final Disposition of all legal proceedings. If it was expunged or no action was taken, please provide legal documentation noting this situation.

**Optional:**

1. **Original Score Reports** – Score reports of any and all Florida Department of Education certification both Teaching and Administrative exams you have passed.
2. **Certificates/Licenses** – A copy of the front and back of any currently valid out-of-state teaching certificate or license that you hold.

**Other Documents:** (Please print clearly) \_\_\_\_\_

**Please mail or drop off this form and the attachments to:**

The School District of Lee County  
HR Staffing and Talent Management  
2855 Colonial Blvd. Fort Myers, FL 33966