

Reasonable Assurance Letters

Substitutes in good standing will have reasonable assurance of returning to work at the close of all holiday and recess periods. In the spring, a Reasonable Assurance Letter will be mailed to the address we have on file so substitutes can indicate their intention to continue serving as CUSD substitute teachers. There will be no need to reapply unless credentials have lapsed, TB test results are not current, or there has been a break in service. It is very important that Substitute Teachers notify HR of any mailing address changes. Please see the Substitute Teacher Communication section for information on updating your contact information.

It is vital that all certificated substitutes submit their Reasonable Assurance Letter by the specified date if they wish to remain on the Substitute Teacher list. **Failure to submit your Reasonable Assurance letter will result in termination of your employment with CUSD.** If you are removed from the substitute list and wish to return as a substitute, you must undergo the initial on-boarding process, including the mandatory substitute teacher orientation and submitting all new hire employment documents and requirements.