

Become a Hays CISD Guest Teacher It's just 10 simple steps!

- Step 1. Apply online here: www.hayscisid.net/applynewsb
(ensure that you meet our minimum requirements)
- Step 2. *If chosen, you will receive an email outlining the next steps*
(generally within a week of your application)
- Step 3. **Fingerprinting**
(Hays CISD will upload your information to SBEC and they will either notify you via email to get fingerprinted or we will notify you via email you that we were successful in subscribing to your fingerprints already on file)
- Step 4. Take the Online “[Introductory Teacher Training Class](#)”
(Texas certified teachers & current Hays CISD student teachers are exempt from this step)
- Step 5. Complete the “[SubReady](#)” link
(sent in the original email outlining the next steps)
- Step 6. Wait for the Orientation Invitation to be sent to you
(generally within a week of completing the subready form)
- Step 7. Register for the Orientation via the link sent to you in the Orientation Invitation email.
(There are sessions every month, dates are only released once you have completed steps 1-6)
- Step 8. Attend an Orientation Session
- Step 9. Complete electronic hiring paperwork
- Step 10. Accept assignments!