

Henderson County Board of Education  
1805 Second Street  
Henderson, KY 42420

**Application for Emergency Certificates for Substitute Teaching**

We, the local school superintendent and board of education request approval for the issuance of Emergency Certificates for Substitute Teaching, and in support of this request, we declare the following statements to be true and correct. (Board certification is based solely upon information supplied by the superintendent and solely to the extent necessary under KRS 161.100)

1. Diligent efforts have been made to recruit a qualified teacher, and the need to fill this position has been made known locally by appropriate means.
2. No Qualified teachers have applied for this position, and, as best as can be determined, a qualified teacher is not available for this position. For purpose of this regulation, "qualified" shall mean a teacher who holds appropriate certification unless the superintendent of the employing school district has documented evidence that the teacher is unsuitable for appointment.
3. This position will be filled by the best qualified person available, giving preference to the factors of academic preparation, prior teaching experience or related educational work, and personal attributes compatible with the demands of the teaching profession.
4. The person named in this application sustains good moral character and is at least 18 years of age.
5. The applicant has complied with the criminal records check required in KRS 160.380.
6. The district shall comply with the priority selection process for employment established in 16 KAR 2:030, Section 2, for substitute teachers.
7. Applicant must have 2.5 cumulative GPA or 3.0 on last 60 hours.

**Number and Date of Board Order Approving this Declaration \_\_\_\_\_**

\_\_\_\_\_  
**Superintendent**  
**Henderson County Schools – District 251**

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**Date**