

Oyster River Cooperative School District - SAU #5
36 Coe Drive
Durham, NH 03824-2200
603-389-3296

MEMO

Subject: Background Check Reimbursement

The Oyster River Cooperative School District thanks you for your interest in substitute teaching in our schools. In order to work as a substitute teacher, you must submit to a Criminal Records Clearance (CRC) as it is required by law. There is a \$48.25 processing fee for the CRC.

The fee for the CRC must be paid by you. Our school district will reimburse you for this expense once you have substituted in our district a total of five days. It will be your responsibility to keep track of the days worked and to provide this information to the Payroll Department at the SAU #5 office in order to receive the \$48.25 reimbursement. You may utilize the bottom section of this memo to keep track of days worked or provide the information in another written format with your signature included.

This reimbursement will be included with your next payroll check.

If you have any questions, please feel free to contact the SAU office at the number listed above.

Thank you.

Please Remit to: Payroll Department, SAU #5, 36 Coe Drive, Durham, NH 03824-2200

Print Name

Date

Mailing Address

Signature

Date Worked

School Worked

1. _____
2. _____
3. _____
4. _____
5. _____

