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## Edustaff Onboarding Procedures

Interested in becoming a Substitute Teacher, Paraeducator, Secretary? Substitutes are employed through a third party staffing agency called Edustaff. Please see instructions below to get started:

1. Log into <https://www.edustaff.org/>, then click on **Start Application**. You will need to complete all steps - including the required GCN courses. Please note: you must allow GCN courses to fully end before the system will register them as complete.  
  
→ **COACHING STAFF & LUNCH AIDES:** Please enter the access code 'goedu' and click submit. This will then allow you to select the classification.
2. All staff are required to be fingerprinted before they begin. Included in the Edustaff packet is the 'Live Scan Form for Fingerprinting'. Please complete section II and bring this form along with our State ID anywhere that performs Live Scan Fingerprints.
3. Print and sign **every page** of the application and take them to Erin Haley in the Administrative Offices located at 14501 Talbot, Oak Park, MI 48237. You must also present forms of ID. IDs must have matching names, be unexpired, establish identity and establish employment authorization. Please see the attached list of acceptable identification documents.  
  
→ **FOR SUBSTITUTE TEACHERS ONLY:** In addition to your packet and forms of ID, please bring official copies of your college transcripts. These will be used to apply for a substitute teaching permit with the State of Michigan Dept. of Education. Once application is submitted you will receive an email from MOECS with instructions on how to pay your permit fee (\$45)

Erin will then review all of your paperwork and submit your application to Edustaff directly.

4. If you have any questions, Erin Haley or Alyssa Hayes will help you. Their contact information is below:

Erin Haley, Executive Assistant - Human Resources  
14501 Talbot St Oak Park, MI 48237  
248-837-8007  
[erin.haley@berkleyschools.org](mailto:erin.haley@berkleyschools.org)

Alyssa Hayes, Secretary - Human Resources  
14501 Talbot St, Oak Park, MI 48237  
248-837-8069  
[alyssa.hayes@berkleyschools.org](mailto:alyssa.hayes@berkleyschools.org)

We look forward to having you on our team!

Updated: 5/2023

## LISTS OF ACCEPTABLE DOCUMENTS

**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:                             <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**