



FOR OFFICE USE ONLY!	
Rec' Date: _____	Rec' By: _____
Employee's ID #: _____	
EM/PHONE Conf to Sub _____	
<i>with new URL & Username</i>	

GO ___ AM ___ ST ___ PSW ___ AF ___ STR ___

Request to Be Reactivated

2022 – 2023 School Year

The Southwest Ohio Council of Governments (SWOCOG) intends to maintain your employment in a similar position for the 2022-2023 School Year.

Fees

Request to Be Reactivated fees are waived for the 2022-2023 school year. However, you are responsible for the cost of maintaining an active teaching or substitute license through the Ohio Department of Education.

Fingerprinting

You must have your FBI report completed unless you have had it completed within the past 365 days of returning to the SWOCOG. You must turn in a copy of your current FBI report with your Request to Be Reactivated form.

Certification

If your teaching or substitute license through the Ohio Department of Education has expire, you must send SWOCOG a copy of the renewed license with your Request to Be Reactivated form.

Unemployment

All substitutes processed through the SWOCOG are reasonably assured of continued employment until otherwise notified. Unemployment benefits based on service in an educational institution typically will not be paid to any individual for any week of unemployment between academic years/terms, or established holidays/breaks. Generally, substitutes will not be eligible for unemployment benefits.

Contact Information (Please complete even if there are no changes.)

Current Address: _____

Current Phone Number: _____

Current Email Address: _____

Please sign and return the form, including a copy of your FBI report and a recently renewed ODE credentials to:

Warren County ESC
 ATTN: COG SUBS Admin
 1879 Deerfield Road
 Lebanon, OH 45036
or email to: cogsubs@warrencountyesc.com

Signing below indicates your intention to return as a Substitute with the Southwest Ohio Council of Governments.

 Legal Last Name (Printed)

 Legal First Name (Printed)

*Signature: _____

*Date: _____

<https://www.cogsubs.com>

Butler County Contact (513) 887-5508 | Warren County Contact (513) 695-2900 option 4