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OFFICE OF THE SECRETARY OF THE BOARD OF EDUCATION.
188 WEST RANDOLPH STREET - CHICAGO, ILL.

TO ALL SUBSTITUTE TEACHERS:-

YOUR PRESENT PAYROLL NUMBER EXPIRES WITH THE END OF AUGUST, 1931. Substitute teachers who are not assigned as regular teachers and who will continue as SUBSTITUTE TEACHERS in September 1931 are required to procure NEW PAYROLL NUMBERS on or after AUGUST 3, 1931. PROBATIONARY SUBSTITUTE TEACHERS who have not completed their probationary work before the end of June, are also, required to procure NEW PAYROLL NUMBERS on or after AUGUST 3, 1931.

All substitute teachers holding TEMPORARY CERTIFICATES must receive an O.K. from the Board of Examiners, 460 S. State Street, before applying for a new number.

It is very essential that you procure your new number before beginning to work in September, 1931.

Very truly yours,

CHARLES E. GILBERT,
SECRETARY.