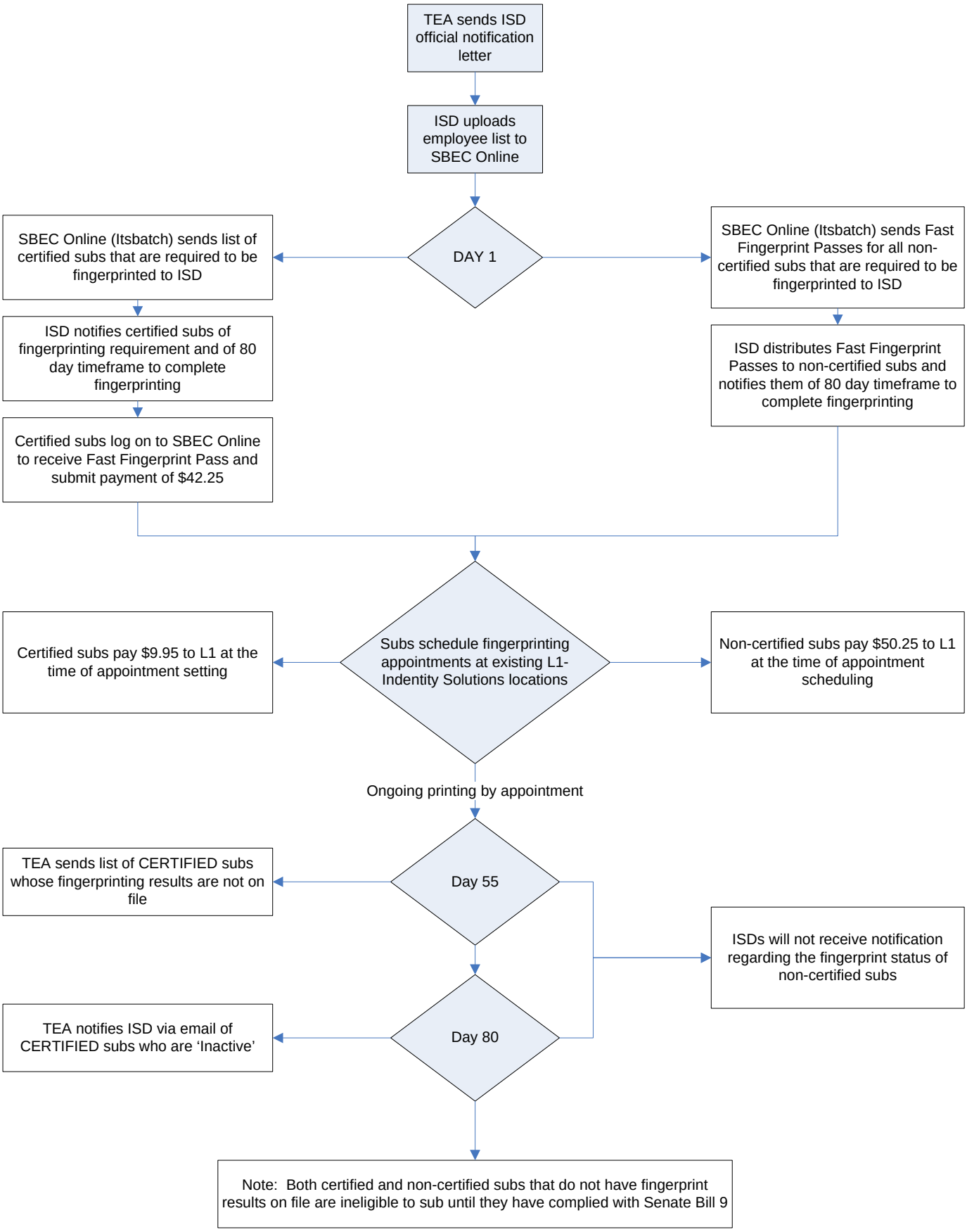SB9 Process for Substitute Teachers