

# PRAIRIE HEIGHTS COMMUNITY SCHOOL CORPORATION

0305 S 1150 E  
LaGrange, IN 46761  
Telephone: 260-351-3214  
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## HOW DO SUBSTITUTE TEACHERS APPLY FOR A SUBSTITUTE PERMIT?

Go to <https://license.doe.in.gov/>

You will access LVIS which is the Licensing and Verification website for the state.

You will need to create a profile and login.

Select Add Application

Application Action – Original (Renewal if you have already had a permit)

Application Type – Educational Permit

Permit Type – Substitute Teacher Permit

Fill in K-12 for Subject and/or Endorsement Areas

Fill in Employer information: Prairie Heights Community School Corp. 4515

Answer the three questions

You will then have to select Pay Pending Applications

Notify Barb Howe (351-3214 ext. 5260) that you have completed the application.

Wait about 1 day – log back in and select Print Permit