



Thank you for your interest in becoming a Substitute for
Montrose and Olathe Schools!

Steps to apply for the following substitute support positions:
Paraprofessional's/Classroom Aide, Secretarial, Custodial

1. Complete District Online Application
<https://www.applitrack.com/mcsd/onlineapp/>
2. Complete Fingerprinting Process:
 - Please visit the [Colorado Fingerprinting](https://abi.complio.com) website:
<https://abi.complio.com> to create an account and schedule your fingerprint appointment.

Codes you will need to complete your account and appointment setup:

CBI Unique ID - 1426ETNI

(This will direct your results back to Montrose County School District.)

- The average cost for processing is \$49.50 –personal checks/cash are not accepted. Please be prepared to pay by Credit/Debit Card. Fees are non-refundable.
 - Valid Photo ID is required.
3. Once your Background Check and Fingerprints have cleared and your application is approved, you will be contacted to schedule a required Substitute Workshop and to complete additional online forms.

For further questions or assistance, please contact:

Danice Kindall

HR Generalist

(970) 252-7906

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