

Required Trainings Guide for ASD Substitute Teachers 2025/2026

The Anchorage School District (ASD) requires Substitute Teachers to complete the District's annual Required Training modules outlined in this guide.

To remain eligible for Substitute Teacher jobs with ASD, the required trainings must be completed by October 17, 2025. Your ability to accept substitute teaching assignments after this date may be impacted if the trainings are not completed.

All Substitutes

| <u>Training Module</u> | <u>Frequency</u> |
|---|------------------|
| Standard Response Protocol *new* | Annual |
| Cybersecurity | Annual |
| Disclosing Student Records FERPA | Annual |
| Employee and Student Accommodations | Annual |
| Equal Employment Opportunity | Annual |
| Ethics | Annual |
| Infectious Disease Control | Annual |
| Title IX | Annual |
| Adult/Student Boundaries, Social Media, and Email Usage | Annual |

To enroll and complete your Substitute Required Trainings, click: [Enroll in Substitute Required Training](#)

If you are unsure of how to login to Canvas or unsure of how to complete a training module, view the how-to guide here: [Canvas - Navigating the Required Training Canvas Course - IT Service Desk - Confluence \(asdk12.org\)](#)

To confirm completion of your required trainings, and to request the Substitute Required Training Stipend, complete the Google form at: [Substitute Training Completion Form](#). The trainings are self-directed, estimated to take 1.5-2 hours to complete, and the training stipend is equivalent to a half day Substitute assignment (\$87.50).

For questions regarding this guide, please contact requiredtrainings@asdk12.org.