



### **Substitute Application Process**

All applicants interested in working with the Legacy Prep Charter School are required to submit fingerprints for a background check.

The steps to submit a background check are as follows:

Step 1: Create an AIM account

Visit: <https://aim.alsde.edu>

- Be sure to capture the assigned ALSDE number assigned as it will be needed to schedule the fingerprint appointment.

Step 2: Create a Fieldprint Account

Visit: <https://alabama.fieldprint.com>

**The fingerprint fee is \$46.20**

Step 3: Create a Hiretrue account

Visit: [Apply Here](#)

Candidates may also email Candice Colston at [ccolston@legacyprepal.org](mailto:ccolston@legacyprepal.org) to inquire about substitute positions.