



Date: August 4, 2016

To: All Teachers

From: Diane Rogers

RE: Substitute Request Procedure

---

When you know in advance of a pending absence (i.e. pending workshop or fieldtrip, even if for a partial day):

- 1) Submit Absence Request form to Alex for approval at least (1) week in advance
- 2) Alex will forward request to Diane for inclusion on HR calendar
- 3) Miriam will schedule substitute
- 4) Email your lesson plans including any necessary passwords, requests for equipment or special location instructions at the latest (1) day before absence
- 5) Upon return from absence, submit Evaluation of Substitute form to Miriam

You must respond to IEP meeting requests so Miriam knows whether you will need coverage during that time.

For unplanned absences (i.e.: illness or emergency):

- 1) Email Alex with cc to Miriam and Diane
- 2) Miriam will schedule substitute
- 3) Email lesson plans asap to Alex with cc to Miriam and Diane
- 4) Upon return from absence, submit Evaluation of Substitute form to Miriam

Due to the unpredictable nature of illness and emergency absences, best practice is to have emergency lesson plans on file with Miriam.

Please note: If you are scheduled to be out and do not see your name on the HR calendar – contact Miriam or Diane asap!