

2011-2012

Substitute Procedure

Planned Absence (personal day, sick day for appointments , etc)

- ❖ Email/call Lezlie with your proposed planned absence
- ❖ If absence is for professional development, complete the PD form prior to the absence report.
- ❖ If approved, complete absence report
 - Preferably, complete and **turn in at least two weeks** prior to proposed absence
 - Will need to complete on the absence report whether a substitute is needed and if you have a preferred substitute (although does not guarantee this sub. – based on availability)
 - If a substitute is needed, Lezlie will pass that information on to Tali who then will make the call to the substitute.
 - After making contact with the substitute, then Tali will email you who the substitute will be.
 - Notify your district of your planned absence and whether there will be a substitute or not.
 - If applicable, please leave either lesson plans or directions for the substitute.

Unplanned Absence

- ❖ Email/call Lezlie with your absence **by no later than 6:30 a.m. Phone Number is 366-4623.**
 - If Lezlie is gone then notify Cheryl **by no later than 6:30 a.m. Phone Number is 321-4217.**
Please do not email Cheryl
 - **With either one of us you will need to notify us if you need a substitute.**
 - **If we don't answer please leave a message.**
 - **Please do not call the office to leave a message because that is not seen until someone is in the office and that will be too late to find a substitute.**
 - **Notify your district of your absence and if you have requested a substitute.**
 - If applicable, please try to leave lesson plans or directions for the substitute
 - **Complete the absence report within one week after returning.**