Long-Term Substitute Request

To: Tracey Jennings  
Substitute Coordinator

From: ____________________________________________
       Principal Signature       Campus

Employee Name: ________________________________

Reason: ________________________________________

Date Leave Begins: ______________________________

Date Leave Ends: ________________________________

Long-term Substitute Requested: __________________

Comments: _____________________________________

_________________________________________________________________

Please note that if an uncertified Substitute Teacher is assigned on a long-term basis in the same assignment for more than 4 consecutive weeks, a letter provided to you by the Human Resources Office must be sent home to parents informing them of their children being taught by an uncertified Substitute Teacher.

Long Term Substitute to complete BLUE Substitute Timesheet for long term assignment.

_________________________________________________________________

Human Resource Office Use Only:       FMLA Paperwork:

Benefits: _____       IT Request: _____       Payroll: _____       FMLA/LT List: _____