



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: _____