REQUEST FOR SUBSTITUTES

This form must be completed and appropriately routed in order to secure substitutes for purposes other than illness, business leave or attending conferences. Requests must be received 10 days in advance to ensure proper consideration. Due to a shortage of substitutes, there will be a limit of twelve (12) such substitutes allowed on any one day.

Principal Making Request:		
Date of Request:	Date Received in Perso	onnel:
Reason for Request:		
Approved School Busi	ness Extra Help	Meeting
Account Number(s) to be Char		
Date(s) Substitute(s) Needed:		
AM	PM	All Day
Substitutes Requested for:		
Name:	Bldg:	Assignment
Please use a separate sheet	for additional names.	
Please route as follows: Appropriate Curriculum Director		uests forward to (2
Signatures:		
Principal:		Approved Denied
Curriculum Director:		Approved Denied

A limit of 12 substitutes per day will be maintained unless specific PRE-APPROVAL IS OBTAINED.