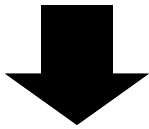


# SUBSTITUTE FLOW CHART

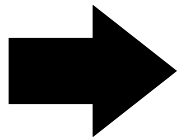
## STEP ONE:

Complete **Request for Release** Form and turn it in to your administrator—



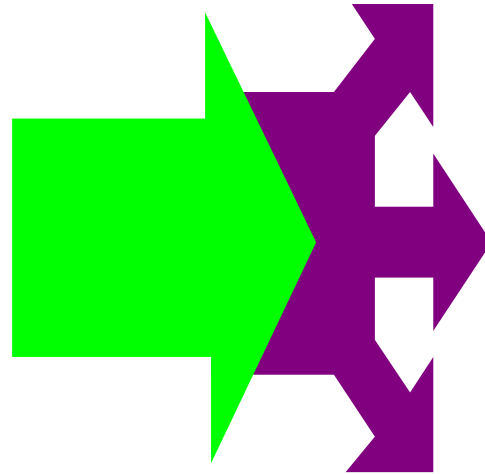
## STEP TWO:

ORDER A SUBSTITUTE IN ONE OF THE FOLLOWING WAYS.



Keep in mind:

- Subs must be ordered as far in advance as possible.
- **You must check to see that your class is covered on the day of your absence.**
- If the office doesn't know where you are, your sick leave will be charged.



**LET SUBFINDER FIND A SUB FOR YOU** (*Option 1 on the SubFinder*) By using this option you have asked SubFinder to go to the substitute list and start calling from A to Z until someone **accepts** your job.

- Use this option **AFTER** you receive yellow copy of approved **Request for Release** form.

OR

**"REQUEST" A SUBSTITUTE** (*Option 3 on the SubFinder*) The SubFinder will make SEVERAL attempts to call the substitute you want. If the substitute is not home to "accept the job," the SubFinder will then go to the list of substitutes and start calling from A to Z until someone accepts your job.

- Use this option **AFTER** you receive approved **Request for Release**

OR

**PRE-ARRANGE A SUBSTITUTE**, i.e. call the substitute **directly** and ask them to sub for you on a specific date. If the substitute agrees to cover your classroom on that date, fill out the lower portion of the Request for Release form and return to Karen. **Karen** will then call the SubFinder and "**Assign**" the job to that particular substitute—*for the record only*. The SubFinder will not call and remind the substitute of the job; however, the job will show up in the substitute's list of jobs on the SubFinder. **YOU DO NOT CALL THE SUBFINDER.**

- You may use this option **BEFORE** receiving approved **Request for Release**.

**PLEASE NOTE:** After you have entered all the information required by the SubFinder, the voice will say, "You have successfully reported an absence" and give you a job #. **This does not mean you automatically have a substitute (UNLESS YOU HAVE PRE-ARRANGED ONE.)** It merely means you have successfully reported your absence and your need for a substitute. The job # is for future reference so that you can call and check the "status" of your job.

**SUB DESK: (619) 679-2555 OR Extension 8801 2555**