

ALL SUBSTITUTE REQUESTS REQUIRE A BUDGET EXEMPTION
(with the exception of Donations and BTSA accounts)

SUBSTITUTE REQUEST FORM

DATE _____ DATE(S) SUBSTITUTE(S) NEEDED _____

REASON SUBSTITUTE(S) REQUESTED _____

SUBSTITUTE(S) FUNDS TO BE TAKEN FROM ACCOUNT NO. _____

(Account information must be completed before forwarding to HR for processing – ONLY ONE ACCOUNT NUMBER)

SCHOOL/ DEPARTMENT	EMPLOYEE'S NAME	FULL DAY	HOURS OF JOB START	END	IF PREARRANGED, SUBSTITUTE NAME	**CONFIRMATION NUMBER

AUTHORIZED SIGNATURE

- 1. Complete form and send to Human Resources
- 2. If the teacher would like to request a specific substitute, please be sure and include on form.
- 3. If the substitute has been PREARRANGED, please write prearranged.
- 4. **Confirmation number will be input by Human Resources.
- 5. Human Resources will arrange for substitute
- 6. IMPORTANT NOTE: PLEASE DO NOT PUT MULTIPLE DATE RANGES ON ONE SUB REQUEST. PLEASE USE ONE SUB REQUEST PER DATE AND/OR DATE RANGE.

Date Received _____
Time Received _____
<i>To be completed by HR.</i>