



Procedures For Obtaining Substitute Staff

School Coordinators

Kathi Buscemi, Evergreen School	630-231-0549
Kim Gerster, Benjamin School	630-514-7012

IT IS YOUR RESPONSIBILITY to contact your school's coordinator (listed above), when you will be absent due to an illness, personal day, or if you have been given permission to attend a conference, workshop or other professional meeting **regardless of whether or not you need a sub.**

PLEASE CALL Kathi or Kim between the hours of 6 a.m. and 10 p.m. If they are not home, please leave your message on their answering machines. Note: Advance notice improves the chances of obtaining a quality substitute.

WHEN CALLING, please provide the following information:

- Your name
- Teaching assignment
- Today's date and date of your absence
- Reason for absence (e.g. sick day, personal day, professional day)

If it is necessary for you to be out for more than one day, please let Kathi or Kim know when you call. If that is not possible at the time of calling, you are asked to notify your school as early as possible during the day so they may try to secure the same substitute.

IF SPECIAL INSTRUCTIONS ARE NECESSARY for your substitute, please call your school in the morning prior to the start of classes and speak directly to the substitute.

IF YOU WILL BE ABSENT and are in a position that you do not need a sub, please call your substitute coordinator before the start of the school day so they can inform the principal and staff of your absence.

THANK YOU for following these procedures.