

LONG-TERM SUB REQUEST FORM

When requesting a long-term sub, the top portion of this form must be completed by the building principal and sent to Cynthia Y. Paul, Human Resources. CAO approvals and personnel record updates must be completed before the Technology Department can issue network access/email access/Infinite Campus access, etc.

Date Requested: _____ School: _____

Substitute's Name: _____ Employee Name: _____
(Full legal name including middle initial)

Sub Start Date: _____ Sub End Date: _____

Employee Position: _____ (Teacher, Nurse, Teacher's Aide, etc)

Reason for Substitute: _____

Principal's Signature: _____

To be completed by the Assistant Superintendent

❖ Long-Term Substitute Placement Approval

Assistant Superintendent: _____ Date: _____

To be completed by the Substitute Processor

- ❖ Internet Usage Agreement and Confidentiality Statement MUST be completed and placed in file. _____
- ❖ Substitute paperwork processed and completed _____

To be completed by the Business Department - (Payroll)

❖ SISFIN Work Records Adjusted: _____ Date: _____
(Return the original to Human Resources and make 4 copies – for teacher file, substitute file, Benefits Dept., and Technology Center.) (If special services staff, please make copy for Lisa Burns)

To be completed by Technology

Active Directory: Bldg. and other Memberships _____

Garett D to Import to Infinite Campus and provide permissions (when necessary) _____

Email Principal, Secretary, and Teacher of username and email/network access _____

When LTS job completed, remove memberships _____