

Date Received _____
Receipt Initials _____

SUBSTITUTE POOL REQUEST

Name _____ School _____

Date _____ Current Assignment _____

Date(s) Requesting Substitute (Specify 1/2 or Full Day) _____

Please Mark All That Apply:

____ I have talked with my supervisor regarding this request _____

____ This request is linked to the State Standards Supervisor Initials

____ This request directly applies to my current teaching assignment

Request: (please attach a copy of the workshop flyer)

Additional Information:

Teacher Signature _____ Date _____

Committee Use Only:

Committee Review Date: _____

Committee Decision: ____ Approved ____ Denied ____ More Information Required
(Reason listed below)

Follow Up: _____

Committee Comments:

Code: 0110-27-2190-012

Revised 1/28/08

White-Office Coordinator

Yellow: Employee

Pink: Principal

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SUBSTITUTE POOL REQUEST PROCEDURE

1. Complete the application with all information included. Make sure to attach a copy of the workshop flyer. Be specific with dates and times a substitute is needed to cover your teaching responsibilities.
2. Submit to your supervisor for approval to be away from the building. Be sure your supervisor initials your request.
3. Submit your application to Jean Davis at Lincoln at least 1 week prior to the monthly Contract Maintenance meeting, typically scheduled for the last Monday of each month.

Please Note:

- Applications will only be approved for substitute cost.
- Requests submitted after the fact can not be considered.
- Incomplete applications will be returned.