

Grant High School Substitute/Request to Leave Form 2019-2020

Teacher's Name _____ Today's Date _____

Date(s) requesting a substitute/day and time or block requesting to leave early:

***Remember if you are leaving early, you are responsible for finding a teacher to cover your classes and any duty.**

Reason Code _____

01	Personal Illness	11	Bereavement
02	Family Illness	13	Vacant Position
03	Personal Business	15	Sabbatical
05	Workers Comp.	16	School Business (Explanation of activity)
08	Maternity Leave	17	Professional Dev. (Explanation of activity)**
09	Jury Duty		

**When requesting a substitute for school business or professional development, remember to include the letter requesting you to attend the professional development from the central office and the reason code for that professional development. Remember that this must be made and approved by the administration seven working days prior to the day(s) that a substitute will be needed.

When requesting to leave school early, request must be made and approved by the administration 24 hours prior to you leaving early, unless it is an emergency.

When you are absent, you are expected to leave the following items in your sub folder for your substitute:

1. Duty Requirements
2. Current Class Rosters
3. Special Circumstances List/Crisis Information
4. Lesson plans for four different activities for each day of absence, with **detailed** instructions on how each activity is to be completed. (Always plan more than needed.)

- ★ Teachers, by August 30th, please prepare a set of emergency lesson plans with each of the above items included. These plans will be kept in the office for subs in case of emergency not if you know in advance that you are going to be out.

I have read, understand, and complied with each component of the Grant High School Substitute and Request to Leave Form for 2019-2020.

Teacher's Signature _____ Date _____

Official Use Only

Approved _____	Name of Substitute _____
Not Approved _____	Reason _____
Administration Signature _____	