

# Steps to Secure a Substitute

(Not used for requests due to illness.)

Review substitute calendar to view date of available substitutes.

Once identified, submit request via substitute request Google form.

Submit  
Form

A copy of the form will be sent to the email address entered on form (back to you). Print/Retain copy of request.

Form will go to Sub Desk. to be reviewed by the Department Specialists who manages requests.

Approved

Denied

Create SEMS sub. request, specifying names of individual teachers and other details.

Go through SFE to secure substitute

\*District office requests must be sent to site Office Manager for these final, next steps.

Review Sub Calendar for alternate dates.

Call Department Specialist to find alternative solutions.

**Leonor Plaza, Department Specialist**

**714-558-5678 (or extension 75678)**

## Substitute Request Form (SRF)

To centralize and manage requests for substitutes aligned to professional development goals, Educational Services and Human Resources have created a procedure. This form will initiate all PD-related requests for substitutes at sites and the district office. Use this form when a sub is required and/or more than one employee is attending an event.

\* Required

Employee Name Completing Form/Title

Your answer

Email of Employee Completing Form \*

Your answer

Department/Site

Your answer

Department/Site Administrator Name

Your answer

Phone number

Your answer

Event/Conference Name/Training Name

Your answer

Date(s) of Event

Your answer

Is a consultant slated to attend/lead this event?

Yes

No

This is a screenshot of the first few questions on the **Substitute Request Form**. We are using a Google Form to manage all requests. A web-based Sub calendar is also available and allows individuals to view substitute availability. Please review the calendar prior to making requests. A link to these forms is also available via [www.sausdtips.org](http://www.sausdtips.org).