Updated January 31, 2012

Substitute Notes:

All Certificated substitutes must update the substitute plans prior to leaving the site and at the same time should leave a note for the teacher if there is information that is to be shared.

If, after leaving the site, the substitute has more information to share with the employee then it’s best to calling the employee at the site.

All Classified substitutes normally speak with the teacher prior to departure but if, after leaving the site, the substitute has more information to share with the employee then it’s best to calling the employee at the site.

***We do not use the new Substitute Notes feature due to the absent employee may not have an email address in his/her profile so the message will not be received****.*