



REQUEST FOR LONG TERM SUBSTITUTE

1. The School principal or head secretary should submit this completed form to the Human Resource Office before the start date of the assignment.
2. A letter requesting leave must be submitted Human Resources by the current teacher.
3. According to USOE regulation R277-508-3, a substitute teacher may not serve in a teaching position for more than eight consecutive weeks in one academic year unless they hold an appropriate license. If a substitute is being requested that does not meet this criteria, an explanation must be provided by the principal on this form.
4. To be eligible for long term sub pay, the substitute must be licensed and the sub assignment must be a minimum of 20 consecutive days.

ASSIGNMENT DETAIL:

Teacher Name: _____
 Employee #: _____
 School: _____
 Grade/Subject: _____
 Date absence begins: _____
 Date absence ends: _____
 Reason for absence: _____

SUBSTITUTE INFORMATION:

Name: _____
 Employee #: _____
 SubFinder #: _____
 Qualifications:
 Check if substitute has a current UT license:
 Endorsed Area(s): _____
 If non-licensed, list degree information:

Number of classroom days absent: _____
 Check if this is a job share:

Additional qualifications: _____

For Principal Use Only

For assignments longer than 8 weeks, please explain if a non-licensed substitute is being requested:

Additional comments: _____

PRINCIPAL'S SIGNATURE: _____

HUMAN RESOURCES

Date received: _____ Leave request submitted: Yes: No: Approved leave days: _____
 Job in SubFinder: Yes: No: Notes: _____
 Qualified rate: \$ _____ ACA hours: _____ Conforming: Non-Conforming:
 Signature: _____ Date: _____

CABINET REVIEW

Approved: Denied: Signature: _____ Date: _____

Notes: _____

Notified school: _____

Notified payroll: _____

R277. Education, Administration.

R277-508. Employment of Substitute Teachers.

R277-508-1. Definitions.

A. "Board" means the Utah State Board of Education.

B. "Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS)" means the electronic file maintained on all licensed Utah educators. The file includes such as:

- (1) personal directory information;
- (2) educational background;
- (3) endorsements;
- (4) employment history;
- (5) professional development information; and
- (6) a record of disciplinary action taken against the educator.

C. "LEA" mean a local education agency, including local school boards/public school districts, charter schools, and for purposes of this rule, the Utah Schools for the Deaf and the Blind.

D. "License" means an authorization issued by the Board which permits the holder to serve in a professional capacity in the public schools.

E. "Substitute teacher" means an individual employed to take the place of a regular teacher temporarily absent.

F. "Temporarily absent" means a period not to exceed eight consecutive weeks.

R277-508-2. Authority and Purpose.

A. This rule is authorized by Utah Constitution, Article X, Section 3 which vests general control and supervision of public education in the Board, Section 53A-1-402(1)(a) which directs the Board to make rules regarding the qualifications of educators and ancillary personnel providing direct student services, and Section 53A-1-401(3) which allows the Board to adopt rules in accordance with its responsibilities.

B. The purpose of this rule is to establish eligibility requirements and employment procedures for substitute teachers.

R277-508-3. Duration of Teaching Assignment.

A. A substitute teacher may not serve in a teaching position for more than eight consecutive weeks in one academic year in either the same class or with the same group of students. Individuals serving in the same teaching position for longer than eight weeks shall hold an appropriate license or be replaced by a person with an appropriate license.

B. The State Superintendent of Public Instruction may grant exceptions to R277-508-3A, as appropriate, in special circumstances.

R277-508-4. Hiring Priorities and Eligibility.

A. The first priority in hiring substitute teachers shall be given to those who hold a valid license in the subject matter they will be teaching as a substitute. Second priority is to hire persons who have a valid license in a field commonly taught in public schools.

B. It is desirable that a substitute teacher hold a valid license or a college degree. An LEA shall evaluate persons hired as substitutes to ensure that they are capable of managing a class and carrying out the instructional program.

C. Persons seeking employment as a substitute teacher shall furnish evidence as requested from the hiring LEA that they are physically and mentally fit to work.

D. LEAs may not employ any individual as a substitute teacher whose license has been revoked or is currently suspended by the Board or whose license has been revoked or is currently suspended by another state. Individuals whose licenses have been reinstated may be considered for employment as substitute teachers.

R277-508-5. Employment Procedures.

A. LEAs shall establish policies for hiring substitute teachers.

An LEA's policy shall include obtaining verification from CACTUS that an applicant's license has not been revoked or suspended.

B. An LEA shall require substitute teachers to have periodic criminal background checks consistent with an LEA's policy under R277-516 for employees that work directly with students.

C. LEAs shall have a policy to evaluate substitute teachers including a salary schedule to pay substitutes according to their training, experience, and competency.

D. Regular teachers shall have lesson plans immediately available for use by substitute teachers.

E. A student teacher may substitute in classes consistent with the instructions and policies from the higher education institution which the student attends.

F. Paraprofessionals and aids may substitute in classes consistent with LEA or school policies.

KEY: teachers, professional competency, school personnel

Date of Enactment or Last Substantive Amendment: June 7, 2013

Notice of Continuation: April 8, 2013

Authorizing, and Implemented or Interpreted Law: Art X Sec 3;
53A-1-402(1)(a); 53A-1-401(3)