

LONG TERM SUBSTITUTE REQUEST and TECHNOLOGY ACCESS APPROVAL

*Long Term Subs are to be fully certified and highly qualified in the grade level(s) and content area of the teaching assignment.

Campus:

Requested By:

Is this a continuation of a current vacancy? **Yes**

No

Current Teacher of Record: First Name:

Last Name:

Grade Level(s) Taught:

All Subjects Taught:

Approx. Start Date:

Approx. End Date:

Requested Substitute: First Name:

Last Name:

Is the Substitute TRS Retired? **Yes** **No**

Does the Substitute hold a Valid Teaching Certificate: **Yes** **No**

*A copy of their Valid Texas Teaching Certificate is required to be submitted with this form

List Substitute's Area of Certification(s):

To be completed by Human Resources

Date:

Approved

Not Approved

Parent Letter Required: **Yes**

**Parent Letter must be sent by the following date:*

No

* A copy of the Parent Letter needs to be sent to the substitute office at the same time it is sent to the parents.

HR Approver: