

# Custodial Services Intern Substitute Request

Please note: Priority is given to emergency situation and to elementary head custodians who do not have a general custodian.

An intern should be a last resort to have your school covered. Please contact your assistant head, general, and part time custodians to have your school covered before requesting an intern.

<b>Employee Name:</b>	<b>Date of Request:</b>
<b>Employee Location:</b>	<b>Employee Cell Phone #:</b>
<b>Intern Sub Start Date</b> (Add 1 additional day for intern to mirror before leaving):	<b>Last Date Needed:</b>
<b>Hours needed</b> (Example 6:30 am- 3:00pm):	<b>Building checks needed:</b> YES _____ No _____
<b>Aesop Sub Finder Confirmation number:</b>	<b>Principal Signature:</b>
<b>Reason for needing an Intern Substitute:</b>	

Complete this form in its entirety and fax it to Custodial Services Administration at 801-402-7881 or email it to [dscustodial@dsdmail.net](mailto:dscustodial@dsdmail.net)

*In the event of an immediate emergency, call Custodial Services directly at 801-402-7880. If there is no answer, contact your coordinator. Please speak with someone from Custodial Services Administration before not showing up to work.*

Custodial Services Administration Director Approval: \_\_\_\_\_

Requestor has been notified