



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

NO SUBSTITUTE FOR REQUIRED PARAPROFESSIONALS (No Sub for Para)

AREA Contract 10.2.8 Special Education Paraprofessionals and School MOU's

The **school site Administrative Assistant** must complete and process this form as follows:

- Print and attach the Absence Report from the substitute reporting system (SmartFind Express)
- Submit completed form and Absence Report directly to Human Resources
- Human Resources will forward approved form to the Payroll Department

Special Education Teacher Name: _____ Employee ID: _____

School: _____ Elementary School Middle School

Date of Absence	Absent Para or Vacancy	Employee ID	HR Verification & Rate (HR use ONLY)
Monday	_____	_____	
Tuesday	_____	_____	
Wednesday	_____	_____	
Thursday	_____	_____	
Friday	_____	_____	
	_____	_____	

Teacher's Signature

Date

Principal's Signature

Print Name

Date

Human Resources Approval Signature

Date