



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

“FAILED TO FILL” for ABSENT TEACHER

Teacher Substitutes - Shortage/Emergency: whenever an emergency condition exists and substitute services cannot provide a substitute.

- **For Elementary School:** teacher(s) shall receive the substitute rate prorated by the number of teachers taking on additional students.
- **For Middle School:** teacher(s) shall receive the extended duty hourly rate for covering a class during their prep period.

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

Absent Teacher Name: _____ Employee ID: _____

School: _____ Elementary School Middle School

Date of Absence	Period (Middle School Only)	Teacher(s) Taking on Additional Students	Employee ID	HR Verification & Rate (HR use ONLY)
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

Principal's Signature _____ Print Name _____ Date _____

Human Resources Approval Signature _____ Date _____

PROVIDE A COPY OF THIS FORM HR-543 TO EACH TEACHER TAKING ON ADDITIONAL STUDENTS