



# 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