

GAINESVILLE ISD SUBSTITUTE VACANCY REQUEST FORM

At times it is necessary to hire a substitute teacher that is not working in place of a teacher or staff member. The request has to be made in advance and approved. Once approved the Human Resources department will input the vacancy into the AESOP system. Request must be submitted to the Human Resources office 5 days in advance.

Choose Campus

Position Type

AESOP SECRETARY NOTIFIED

Substitute Request:

State Assessment

Number of Subs Needed

Number of Days Subs Needed

District Professional Development

Number of Subs Needed

Number of Days Subs Needed

Campus Professional Development

Number of Subs Needed

Number of Days Subs Needed

Other

Number of Subs Needed

Number of Days Subs Needed

Provide specific description, justification and grade level:

Professional Development Title/Subject Area:

Professional Development Title/Subject Area:

Provide specific description and justification:

Date/s Sub Needed:

Campus Principal/Director Signature and Date

Human Resources Director Signature and Date

Approved

Not Approved