



**ADVANTAGE ACADEMY**

Building Champions with a Future and a Hope

## LONG-TERM SUB REQUEST FORM

When requesting a long-term sub, this form must be:

1. completed and signed by the campus principal,
2. approved and signed by Superintendent,
3. and sent to Human Resources Manager at [hr@advantageacademy.org](mailto:hr@advantageacademy.org).

**Note:** Once request is approved, campus may request Long -Term Sub through Frontline. Long-Term Sub Request Form should be submitted with FMLA Request Form.

**Date Requested:** \_\_\_\_\_

**Campus:** \_\_\_\_\_

**Employee's Name:** \_\_\_\_\_

**Sub Start Date:** \_\_\_\_\_

**Sub End Date:** \_\_\_\_\_

**Employee's Position:** \_\_\_\_\_

**Reason for Requesting a Long-Term Substitute:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Superintendent's Signature**

\_\_\_\_\_  
**Date**