AWHS Info For Substitute Teachers

We look forward to working with you!

First time substituting for the Tamalpais High School District - Please bring two forms of identification and *arrive 20 - 30 mins before your start time! If it's your first time visiting the site (and also working for our district) you'll want extra time to get a sense of the campus and to complete any necessary paperwork. Please visit the TUHSD Sub Page for additional information (**LINK**).*

AWHS Bell Schedule - *Bell Schedule can be found on our school website, listed under Shortcuts and will be regularly updated for the corresponding school year.*

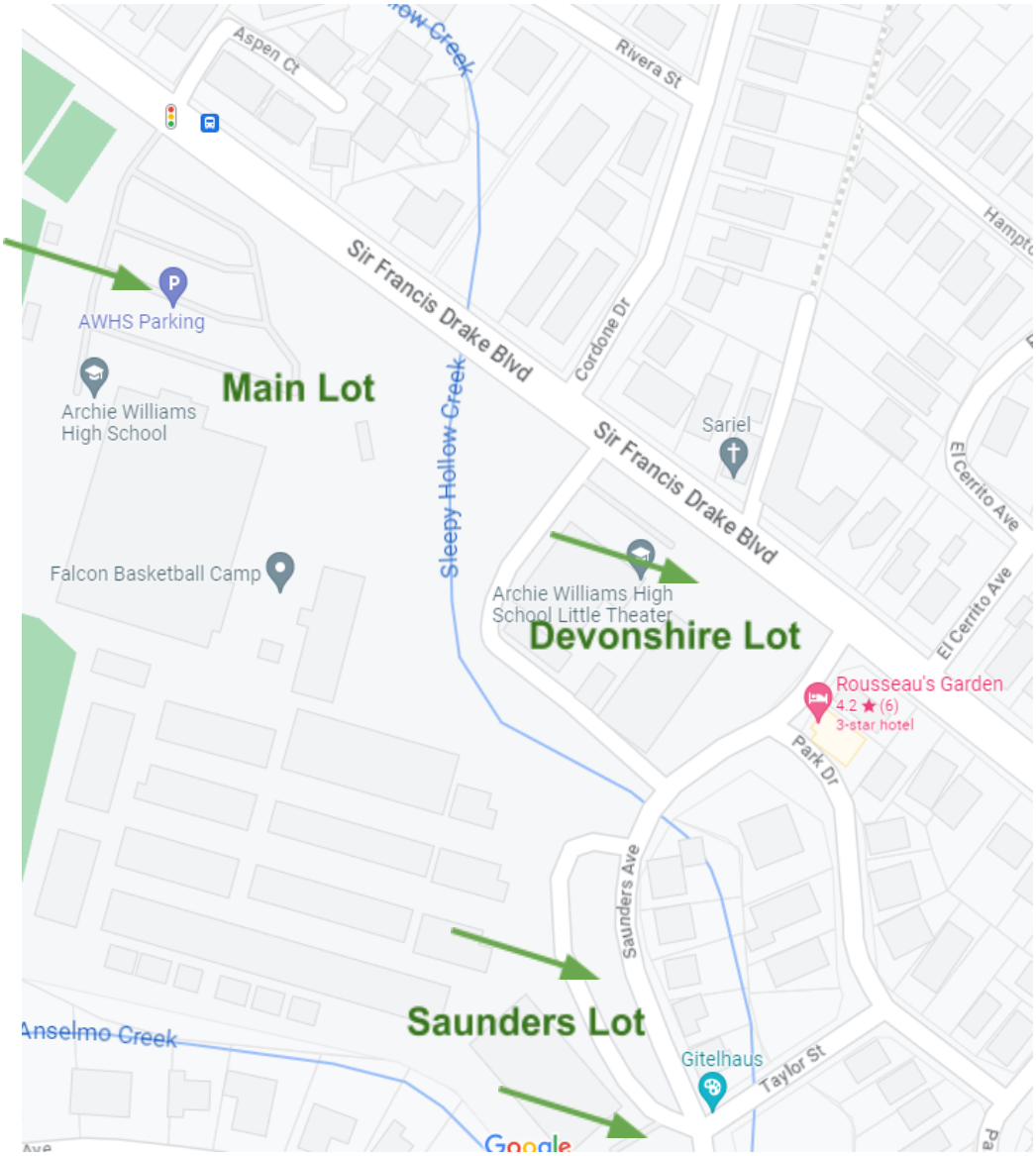
Parking - ***Please note that we are undergoing a construction project and allow yourself plenty of time to plan for traffic and parking delays.*** *The teacher that you sub for should have left their parking spot number for you in the substitute notes on Frontline.*

- *Spots 1 - 32 are in the Main Lot*
- *Spots 201 - 255 are in the Devonshire Lot*
- *Spots 301 - 330 are in the Saunders Lot*

Main Lot - can be accessed from Sir Francis Drake Blvd. at the stoplight of Sir Francis Drake and Aspen Ct.

Devonshire Lot - can be accessed directly from Sir Francis Drake Blvd and sits at the corner of Sir Francis Drake and Saunders Rd. There is a 2nd entrance to this parking lot off Saunders Road as well.

Saunders Lot - is a two part parking lot and has spots located both in our drop off zone area off of Saunders Rd. and across from Taylor St.



Check In - *head to the Main Office and visit the Principal's Office (Room # 917) to check in with the Administrative Assistant for sub check-in and to pick up materials.*

Substitute Cover Sheet - *You will receive a substitute cover sheet with the corresponding day's bell schedule as well as your class schedule and log-in instructions.* ***You are welcome to keep this cover sheet at the end of the day as a form of work receipt to track your hours****.*

For questions, please reach out to the site's Administrative Assistant by call *(be sure to leave a voicemail)* or text at (415) 458-3410.