

**Use this form for the Placement of
ALL SUBSTITUTES & Temporary Student Workers**

I recommend that _____ be appointed to the position of _____

Assignment is: ☐ Long Term (beyond 40 days) ☐ Short Term ☐ Tutor ☐ Student Worker

at _____ (school/dept.)

If applicable, replacing who? _____

Approximately how long? _____ On what date will this go into effect? _____

Any other information that Central Office should be aware? _____

Please submit this form to C.O with Form #5, (Reference Checks Form, not applicable for students)

“(Teacher) SUBSTITUTES MAY NOT WORK MORE THAN 40 CONSECUTIVE DAYS IN THE SAME ASSIGNMENT WITHOUT APPROPRIATE CERTIFICATION & AND CORRECT ENDORSEMENT “. Ct Statute Regulation 10145d-400-420.

LONG-TERM teacher substitutes must be interviewed by the principal and reference calls must be made. Please submit Form #5 to H.R after reference calls are made. If the long-term teacher substitute does not hold a valid Connecticut certification, the employing district must apply for a “Beyond 40-Day Limit” permit.

SHORT-TERM teacher sub is defined as anyone working less than 20 days in the same assignment. **Must hold a bachelor’s degree.**

- | | | | |
|--|---------------------------|--------------------------|---------------------------|
| 1. Is the teaching substitute certified? | ☐ YES | ☐ NO | ☐ N/A |
| 2. Is the certified teaching substitute assignment 40 days or more? | ☐ YES | ☐ NO | ☐ N/A |
| a. If yes, is the applicant certified & holding the correct endorsement? | ☐ YES | ☐ NO | ☐ N/A |

It will be the joint effort of the Central Office staff to track how many days she/he has worked. Comparative data from AESOP and the substitute’s time sheets will be used for this purpose. **It is imperative that each day a substitute works be entered in AESOP.**

Principal/ Supervisor/Director Signature

Date: _____

Central Office Use Only:

If “NO” on Q2a an ED175 Completed on: _____ Completed by: _____

RATE of PAY: \$ _____ per _____.