

Title I Professional Development
Request for Substitute Form

This form must be submitted at least one week PRIOR to the Activity.

(Use this form only when Title I or Comprehensive School Improvement funds will be

Email completed form to Lee Ann at lmarsh@spsmail.org.

School:

Person Requesting:

You will be notified by email when approved so you can notify Employees to arrange for their sub.

Reason for Request:

Funding Source (Choose one)

Employee Names	Grade/ Position	Date(s) Sub is Needed	# of days	Cost (\$120)
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
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				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
Total Cost of Substitutes Requested				\$ 0.00

Principal's Signature & Date

Coordinator of Federal Programs Signature & Date