

# SUBSTITUTES

Each program requiring substitutes will follow the specific procurement system. **SEE THE “CALLING FOR A SUB SCHEDULE” link for whom to call when a substitute is needed.** If no substitute is required or practicable, outline a procedure with building staff and students for proper coverage.

All teachers must maintain an updated substitute file. The file must include the following:

- staff and student schedule,
- any student medical difficulties that are significant,
- lesson plans, behavior management system, and
- reporting forms (as follows).

To insure proper payment the following items must be completed immediately following each time a substitute is used:

1. Substitute Report Form (AF), every assignment.
2. The W-4 form (AG), once per school year.
3. Employment Eligibility Verification Form (AH), initial employment with CoOp
4. Informed Consent - Criminal Background Check, initial employment with Cooperative.
5. Request for Social Security Number Form, initial employment with Cooperative (non-licensed only).

ALL information requested must be filled out.

Please communicate with the supervisor regarding the effectiveness of the substitute to assist in the recruitment process.

An Employee Illness/Personal Leave/Vacation Report (M) (both teachers and management assistants) must be submitted with the above information.

**Caution:** Substitutes for licensed or non-licensed staff for Cooperative programs cannot be paid by host school districts for any amount of time.