

SUBSTITUTE REQUEST PROCEDURE FOR ESGVROP/TC INSTRUCTORS

In order to secure a substitute for the same day, you must call the substitute phone line **before 5:30 am**. **If you are unable to call before 5:30 am, you are required to report to class until a substitute has been secured for your class.**

1. Call **(626) 962-5080** and then **extension 800**

2. Leave a **detailed clearly stated message** including:
 - a. Your name
 - b. Name of your class
 - c. Start and end time for your class schedule
 - d. Your specific work location and room number
 - e. Reason you are absent.

IMPORTANT

If your “absence” is due to a CTE related activity (e.g. articulation, business advisory, department meeting) be sure to state this in the message and forward supporting documentation to your immediate supervisor (e.g. sign-in sheet, minutes).

General Information

- To obtain substitute coverage, you must follow the above listed procedure.
- Substitute instructors are assigned by the Human Resources department.
- For planned absences, request substitute coverage with as much advance notice as possible.
- Provide detailed instructions for the substitute instructor, including emergency lessons for unplanned absences. Place items in an easy-to-identify folder on the desk in the classroom that includes the following information:
 1. *Class list by section*
 2. *Contact person in an emergency (include location of your copies of the emergency forms)*
 3. *Lesson plans with instructions*
 4. *Attendance forms along with instructions*
 5. *Seating chart*
 6. *Special information:*
 - *Dress Code*
 - *Restroom location*
 - *Location of materials*
 - *Equipment non-use*
 - *Emergency procedures*
 7. *Student assigned training sites, if placed in the community (applicable to community classroom and CVE instructional programs only) along with work site addresses, phone numbers and contact persons*
 8. *Bus schedule (if applicable)*

Signature: _____

Date: _____