

SUBSTITUTE REQUEST PROCEDURE

1) Text the request to 626-347-1369. All calls and texts will be answered by Human Resources personnel, to include Josephine Jaimes, Human Resources Assistant; or Noel Carpenter, Human Resources Coordinator. Your request should include the following information:

1. Your name
2. Date that the substitute is needed
3. Class Title
4. School and Room Number
5. Periods
6. Start and end time

An example text request for a Substitute should be similar to this:

This is Jane Smith, I am requesting a sub for 9/30/2022, Forensic Science, Azusa High School, Room 411, Periods 1-6, 8:30am-3:30pm

2) Email the same Substitute Request information, and lesson plan information to: jjaimes@sgvrop.org, and cc ncarpenter@sgvrop.org, and your supervisor. You will also need to email your supervisor a Request for Absence Form.