

SUBS & LEAVE INFO

FRONTLINE & LEAVE FORMS: Place jobs in Frontline and cancel as needed. If you have questions, please call me or see me and we'll walk through it together. Please place jobs in the system as soon as you know about them. DON'T WAIT! It is your responsibility to document information correctly for the subs.

- Pay attention to calendars when scheduling as you have to enter start and end times each day (regular schedule, professional day schedules, rally schedules). Please allot 15-20 minutes prior to start of class for subs to arrive and check in when documenting your sub start times.

A leave form must accompany each absence. Complete and submit to Kerri for processing. Please note these should be done in advance.

(see Frontline helps page for assistance in setting up and utilizing Frontline)

LESSON PLANS: Should be sitting in the room for the sub. I suggest also placing in Frontline. If you create lesson plans specific to a sub, please have a backup plan as sometimes subs will cancel and the job will then randomly be filled by any sub.

ROLL SHEETS: Roll sheets (not seating charts) should be printed and in the room for the sub to take attendance. I suggest having a copy on hand at all times in the event you have an emergency and are not on site to prepare.

PERIOD SUBS/FORMS: Please arrange your own subs and place your arrangements in the shared google spreadsheet. Fill out a period sub form and leave in room for your sub to complete and return. Roll sheets should be on hand for the period sub as well.