

## **SUBS & LEAVE INFO**

**AESOP & LEAVE FORMS:** Place jobs in Aesop 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 start time.

A leave form **MUST** accompany each absence. Complete and submit to Kerri for processing. **Please note these should be done in advance of the job, not after.** If you receive a reminder to submit a leave form, it is past due.

**LESSON PLANS:** Should be in the room for the sub. I suggest also placing in Frontline for the sub. If you create lesson plans specific to a sub, please have a backup plan as sometimes subs will cancel and a random sub can fill the job.

**ROLL SHEETS:** Roll sheets (not just seating charts) should be printed and in the room for the sub to take attendance for each day they are covering. 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:** Teachers should arrange their own subs **AND** notify Kerri of the arrangement via email. We need this record. Fill out a period sub form in advance and leave in room for your sub to complete and return. Roll sheets should be on hand for the period sub as well. Forms should be issued to Kerri only when they are complete.