

## **Substitute Procedure for K-5 Teachers & Ed Techs**

Updated, 3/4/2022

*Between the hours of 3:30 p.m. and 7:00 a.m., please use the following procedure.*

### **Preferred Procedure**

1. Complete the [MBRSD Substitute Request Google form](#) and submit.
2. You will receive an email confirmation that the form was sent.

### **Alternative Procedure**

Call 779-9612 and leave a message. Please include the following information --

- Your name
- Your building
- Your role (classroom teacher, specialist, ed tech, et cetera)
- Your grade level or program (resource room, adaptability skills, day-treatment)
- Full day or half day (either a.m. or p.m.) substitute is needed.
- Time substitute should arrive at the building.
- Reason for the substitute (personal illness, family illness, bereavement, or short-term leave -- Please note, paperwork must be completed upon teacher return).

If you are going to be out for a conference, personal day, or short-term leave, please let the school secretary know. If during the school hours, you know you are going to be out the following day, please let your school secretary know before 3:30 p.m.