

What To Do If You Need A Substitute

When you have determined the need for a substitute please contact Carla Marchut (back up is Jenny Goldstein).

If we can reach a substitute a week ahead of time or even the night before they really appreciate the extra time.

If you are absent due to an emergency or illness please call by **6:00 a.m.**

Please note that our substitutes are in high demand from other districts/schools and it is sometimes difficult to obtain one at the last minute. Due to the distance our substitutes may have to drive it is necessary to provide them with as much notice as possible. Thank you for your cooperation.

The substitute will need to be provided with the following information for them to succeed in your classroom:

- Location of your attendance register
- Times of your school and daily schedule
- Lesson plans for the day
- Any special events scheduled
- A call by 2:00 p.m. if the substitute will be needed the following day

Be sure to complete an **Absence Leave Request form** prior to your absence or no later than the first day of your return.

If you are sick...

Call Carla: primary (530) 694-1030
secondary (530) 545-1522

Or

Jenny: (530) 573-1773 (home)
(775) 901-1068 (cell)

Please call no later than 6:00 a.m. for same day substitution and no later than 8:30 p.m. for night before notice.