

## **SUBSTITUTE FORM**

*Sub assignments for anticipated absences must be submitted to Noreen Kelliher in the Guidance office no later than 3 p.m. the day before an absence. Please make sure to attach a roster to this sheet and enough copies, if needed.*

To: \_\_\_\_\_  
(Substitute's name)

From: Josh Blaszak

Date: \_\_\_\_\_                      MON                      TUES                      WED                      THUR                      FRI

\_\_\_\_\_ is absent today. Please substitute in his/her class during the following period:

A      B      C      D      E      F      G      H                      in Room: \_\_\_\_\_

Or, monitor students in the following location: \_\_\_\_\_ during D or E Lunch (circle one).

**Attendance:** Please use the attached roster for attendance, mark all absentees with an A and send those names to the Discipline Office at the beginning of the period.

The assignment is:

\_\_\_ Attached (Include Description)                      \_\_\_ Noted below:

**To the Sub:** Assume all assignments are due at the end of the period unless otherwise indicated.

Substitute's notes to teacher (circumstances re: completion of assignment, student behavior, etc.):

**PLEASE RETURN ALL MATERIALS (this form, roster, assignment description, and student work) directly to the teacher's mailbox or classroom desk.**

Thank you for taking care of this class today!