Long-Term Substitute Request form MW ☐ MOH ☐ MS □HS SUBSTITUTES INFORMATION Candidate's Name *Teaching Responsibilities Begin _____ Date **Shadowing/Transition Responsibilities Begin _____ # of Days Expected End Date_____ **EMPLOYEE INFORMATION** Employee Taking Leave _____ Date Employee Will Begin Leave _____ Date Employee Expects to Return from Leave_____ This letter should be sent to the SAU office along with the following: completed application resume packet copy of certification • 2-3 documented verbal references *Long-term substitutes, working longer than 31 consecutive days, will be paid at the BA Step 1 Rate of the current salary schedule, except during shadowing/transition time. **Up to three days will be allowed for shadowing/transition time with the teacher that will be going on leave. The purpose of the shadowing/transition time is to review curriculum and units of instruction, and to meet the students. This time will be compensated at the current sub rate of \$75.00 per day. Principal's Signature Date