Substitute Services

Request Form for Substitute Clerical

(Clerical Subs are not covered by the Substitute Services Budget)

This form must be completed by the Principal requesting substitute school clerical. The form must be sent to Substitute Services in the Department of Human Resources for approval at least ten (10) days prior to the anticipated absence. Please review the eligibility guidelines on the reverse side of this form. Please be sure to complete this form in its entirety.

*Please email this form to* [*Substitutes@scsk12.org*](mailto:Substitutes@scsk12.org)*, Subject: Substitute Clerical Request.*

Secretary (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning Date of Absence\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date of Absence\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEMS Job Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Funds (District funds may be used only if this absence meets the criteria in guidelines #1 and #2 listed on the back of this form. District funds will **NEVER** cover the cost of a substitute secretary when a secretary is absent for less than 10 days.)

\*\*\*Secretaries using special project funds or school funds to cover the cost of a substitute secretary must provide budgetary coding.

School Funds Fund \_\_\_\_\_ Project \_\_\_\_\_ Object \_\_\_\_\_ Function \_\_\_\_\_

Special Project Funds Fund \_\_\_\_\_ Project \_\_\_\_\_ Object \_\_\_\_\_ Function \_\_\_\_\_

Secretary Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Human Resources Approval**

(This space is for HR use only.)

* Approved
* Not Approved

Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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HR Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guides for Substitute Clerical Support**

**The following will be utilized in granting substitute clerical for School Secretary absences only:**

1. Secretary must be absent for (10) ten or more consecutive days or the position is currently vacant.
2. Secretary is assigned to a school location whose student enrollment does not exceed 499.
3. The substitute secretary is funded by special project funds or school funds.

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If you have any questions, please contact Substitute Services at 901-416-5304 or email Substitutes@scsk12.org.