



# Substitute Services

## Request Form for Certified Substitute Teacher

This form must be completed by the Principal requesting the certified pay rate for substitute teachers. 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: Certified Substitute Teacher Recommendation

Location \_\_\_\_\_ Administrator \_\_\_\_\_ Phone \_\_\_\_\_

### TEACHER INFORMATION:

Replacement for \_\_\_\_\_ Replacement SSN \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Position \_\_\_\_\_ Grade \_\_\_\_\_ Subject \_\_\_\_\_

### ASSIGNMENT (Position) INFORMATION:

Beginning Date of Assignment \_\_\_\_\_ Ending Date of the Assignment \_\_\_\_\_

Budgetary Coding \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Reason: \_\_\_\_\_ PCN: \_\_\_\_\_

### CERTIFIED SUBSTITUTE TEACHER:

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ or Cell # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Certification \_\_\_\_\_ Expiration Date \_\_\_\_\_

Certification \_\_\_\_\_ Expiration Date \_\_\_\_\_

Substitute Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

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

### Talent Management Approval

(This space is for HR use only.)

Approved

Not Approved

Reason \_\_\_\_\_

Effective Date of Certified Rate of Pay \_\_\_\_\_

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



## **Guides for Certified Substitute Teachers**

**Certified substitute teachers receive a daily pay rate of \$195.00 in the assignment.**

**The following will be utilized in granting approval for the certified substitute teacher pay rate:**

1. The substitute teacher must hold a valid Tennessee teaching license in the area in which he/ she is substituting.
2. The recommended certified substitute teacher must be an active Shelby County Schools substitute teacher.