



Substitute Services

Request Form for Substitute Clerical

(Clerical Subs are not covered by the Sub 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.

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 _____

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.