

Teacher's Absence

All absences are reported via the online substitute request and reporting system. Contact your immediate supervisor if you have any questions or concerns regarding the use of this system.

If you know you cannot return to work on the second or succeeding days, follow the same procedure. In the event the district is not notified, it will be assumed that the teacher will be on duty as usual.

Lesson plans for the substitute are to be left in the teacher's assigned mailbox by 8:00 a.m., on the day of absence.

In case of necessary absence from duty not due to illness, teachers are requested to notify the principal as far in advance as possible.