



Once entered into Atrieve, this form must be sent to Human Resources.

NO EMPLOYEE ABSENT – SUBSTITUTE REQUIRED
(Use #99999 for teaching staff and #99998 for support staff)

TO BE USED WHEN A SUB IS BROUGHT INTO THE SCHOOL AND NO EMPLOYEE IS ABSENT. IF ANOTHER LOCATION IS PAYING FOR THE COST OF THE SUB, COMPLETE THE “EMPLOYEE WORKING AT ANOTHER SCHOOL FORM”.

Sub Teacher Casual 1825

School name: _____

Name of substitute: _____

Who is paying the substitute cost:

- School (use SCHL as the absence code when entering in ATRIEVE)
- Other: _____
(use 3PBL as the absence code and put billing info. in comment)

Date(s) substitute required: _____

- a.m.
- p.m.
- full day

Reason for substitute: _____

Principal/Direct Report Signature

Date

Once authorized, your administrative assistant will need to enter into ATRIEVE using employee #99999 or #99998 as the “non-absent employee” and forward this form to Human Resources.



SBCEC Administration Signature

Date

G/L Code

HR use only:
LMS
P/R _____