



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

800 Niblick Road, P.O. Box 7010 • Paso Robles, California 93447 • www.pasoschools.org
 Telephone: (805) 769-1000 • Fax: (805) 237-3339

REQUEST FOR SUBSTITUTE TEACHERS

Site Requesting Substitute _____

Date(s) Needed: _____

Hours: From: _____ to _____

Charge Account Code: _____

Employee Name	School/Grade/Subject	Reason Requested	DO Use

Signature (Supervisor/Principal) _____	Date _____	Signature (Chief Academic Officer) _____	Date _____
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• Instructions: Supervisor must ensure that this form is received by the Human Resources Office at least five (5) working days prior to the date substitute(s) are needed.

Routing Instructions:

Supervisor/Principal:
 Sign form in blue ink. Account code or billing information must be included.

Site Secretary:
 Retain copy for your files. Forward original to Project Director if categorically funded. If not, forward to Human Resources Office.

Human Resources:
 Sign form in blue ink and forward to Accounting.

Accounting:
 Account code check and forward to Subfinder Operator.

Subfinder:
 Enter account code in Subfinder and forward to Payroll.