

Shasta Head Start Substitute Request Checklists

These checklists will be used as guidance when requesting a Substitute. Head Teachers, Site Supervisors or Team Supervisors will use the Expected Absence – Substitute Request Checklist (pre-planned, upcoming absence), or the Unexpected Absence – Substitute Request Checklist (day of absence) accordingly.

Substitute requests are only to be made for staff working in the classrooms as a part of ratio.

Expected Absence – Substitute Request Checklist

If a Head Teacher, Teacher, Associate Teacher, Primary Caregiver, or Classroom Aide is going to be out, the supervisor will ask themselves the following questions:

1. Will I have the required (fully qualified and permitted as needed) staff to cover this position with just the other staff that work in that classroom?
2. Can I cover this position with floating or other staff in my center?
3. Can I cover the breaks in this classroom myself and still complete my other responsibilities?
4. Can you keep the classroom open?

If the requesting supervisor answered **no** to **all** these questions, then a Substitute request will be made.

To request a Substitute, email the subline with the following information only:

1. The first and last name and position of the staff who will be absent
2. The date they will be out
3. The classroom they work in
4. Their work hours
5. If they are permitted and if the Substitute needs to be permitted

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Unexpected Absence – Substitute Request Checklist

If a Head Teacher, Teacher, Associate Teacher, Primary Caregiver, or Classroom Aide has notified their supervisor that they will be out for the day, the supervisor will ask themselves the following questions:

1. Will I have the required (fully qualified and permitted as needed) staff to cover this position with just the other staff that work in that classroom?
2. Can I cover this position with floating or other staff in my center?
3. Can I cover the breaks in this classroom myself and still complete my other responsibilities for the day?
4. Can I keep the classroom open?

If requesting supervisor (TS/SS/HT) answered **no** to **all** these questions, then a Substitute request will be made.

If needing to request Substitutes for multiple unexpected absences on the same day, submit a request for each position you answered no to all the above questions.

To request a Substitute, email the subline with the following information only:

1. The first and last name and position of the staff that is absent
2. The classroom they work in
3. Their work hours
4. If they are permitted and if the Substitute needs to be permitted
5. If the absence is going to cause a classroom closure and if so, which classroom will be closing
6. Please note in the email if a plan is in place to cover the absence on the chance that there are no substitutes available to send