

# Substitutes

**Why:** In order to serve our students we must make sure that a qualified instructor is present at all times.

**How:**

If you will be absent, please let us know as soon as you can.

**For planned absences:**

1. You will need to fill out a Personal Necessity Leave (PNL) form, which is approved in advance by your site administrator.
2. The [sub request form](#) is in your google drive.
3. Fill out and submit the form, along with your lesson plan for the class.  
*Please remember, our students came a long way to be here. They deserve a class session in which they learn something. Please be sure to leave a comprehensive sub plan. If you need help creating one, please see your instructional coach.*

**For Emergencies:**

1. Fill out the [sub request form](#) in the google drive.
2. Attach your lesson plan for the class.

**\*\* Currently only communicating with Jenna to make sure that we are on the same page and know what is going on. From there, we communicate with Admin on campus. Everyone has access to see the sub calendar as well. \*\***

**Who:** The [google form](#) goes to Savannah, Jenna and your site administrator. If you would still like to call with information, you can.

**When:** Deadline is prior to the day the teacher will be out of office