

Broward County Public Schools

REF#

SUB CENTRAL**INTERIM SUBSTITUTE RECOMMENDATION SHEET**

Scan as an iForm Attachment

Job Class-080101

School Name

Location Number

Interim Substitute Teacher's Name

Personnel Number

Grade/Subject

REPLACING

Please Fill Out Completely For Faster Processing

Teacher's Name

Personnel Number

Position Number

ANTICIPATED DATES OF ABSENCE: Start Date: _____ End Date: _____** Create an iForm to delimit the position when the teacher returns.***REASON FOR ABSENCE /JUSTIFICATION TO USE AN INTERIM SUBSTITUTE:**

(CHOOSE ONLY ONE)

☐ FMLA☐ Illness☐ Worker's Comp*NOTE: An Interim Substitute for an Unfilled or Vacant Position must be pre-approved by the Area Superintendent.*☐ Maternity☐ Personal☐ Other (Not Listed) _____

PRINCIPAL'S SIGNATURE

AREA SUPERINTENDENT'S SIGNATURE

*** Required for ALL positions***** VACANT OR UNFILLED POSITIONS ONLY**

An interim substitute is a substitute teacher who is assigned to teach for at least 20 consecutive days or more and holds a **Bachelor's Degree**. The interim substitute must be entered into SmartFind Express (Sub Search). If the position's end date changes, you will need to modify the job in SmartFind Express.

JOB ASSIGNMENT NUMBER: _____

Sub Central will enter the interim substitute teachers into SmartFind Express as teachers in order for them to be able to call in absences and obtain substitutes.

**The additional PIN is no longer necessary – identify yourself as a teacher or substitute.*

CONTACT'S NAME

PHONE NUMBER

DATE SUBMITTED

Comment: _____

For Office Use:

☐

Approved

☐

Not Approved