TWIN RIVERS Certificated Substitute Request Processes

WHY: To clarify the certificated absence processes and to ensure a qualified substitute teacher is available when a certificated staff member is absent, ALL District and Site work categorized in AESOP as (1) Illness/PNL (2) Conference Workshop, (3) School Business or (4) School Business IEP must follow the processes outlined below.

Illness/PNL
- Report in AESOP
- No Approval Required
- Verification may be requested in compliance with CBA

Conference Workshop with Substitute Needed
Examples: In-District or Out of District Event your Site or Department is organizing

STEPS to Complete:
- Complete TRUSD Event Request FORM if:
  - You are the event organizer OR
  - Attending Out of District Event
- Email to: pd.department@twinriversusd.org
- Response provided in 48 Hours
- Approvals and Denials are Based on Sub Capacity
- Applicants are encouraged to check AESOP for high usage dates.

Next Steps:
- Applicant submits for a Substitute using AESOP
- Response in 24 Hours
- Sub use is already reserved and is approved as requested
- Sub Services monitors Job Pick-up
- As Needed- Applicant complete Travel Conference Form
- Contact the Professional Development Department if additional support is needed.

School Business with Substitute Needed
Examples: Site Assessments, Department Meetings, or Grade Level Planning

STEPS to Complete:
- Applicant Submits for a substitute using AESOP
- Response provided in 24 Hours
- Approvals and Denials are Based on Sub Capacity
- Applicants are encouraged to check AESOP for high usage dates.

Next Steps:
- Applicant works with school site personnel to complete necessary paperwork (PAF) and to ensure success.

IEP School Business
- Automatic Approval
  - Complies with CBA reasons
- Pre-Approval by Special Ed Dept. Required

DENIED
- Returned to Applicant via email with explanation

Approved email notification

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