



SOUTHERN CALIFORNIA CONFERENCE
SUBSTITUTE TEACHER REPORT

Name of Absent Teacher: _____

School: _____

Substitute Teacher Information:

ALL NEW SUBSTITUTE TEACHERS MUST BE CLEARED THROUGH THE OFFICE OF EDUCATION PRIOR TO EMPLOYMENT.

Please check all that apply: Day-to-day sub Long-term sub (21+ days) Sub info on file in HR

Name _____ Phone _____

Address _____

Days Worked: (this form can accommodate up to 5 days' worth of subbing for the above-named absent teacher and substitute)

Date _____ Hrs. Worked: from _____ to _____ from _____ to _____ Total Hrs = _____
Absence due to: Illness Principals' Council Personal Business Other:

Date _____ Hrs. Worked: from _____ to _____ from _____ to _____ Total Hrs = _____
Absence due to: Illness Principals' Council Personal Business Other:

Date _____ Hrs. Worked: from _____ to _____ from _____ to _____ Total Hrs = _____
Absence due to: Illness Principals' Council Personal Business Other:

Date _____ Hrs. Worked: from _____ to _____ from _____ to _____ Total Hrs = _____
Absence due to: Illness Principals' Council Personal Business Other:

Date _____ Hrs. Worked: from _____ to _____ from _____ to _____ Total Hrs = _____
Absence due to: Illness Principals' Council Personal Business Other:

Hourly Rate: \$18.55 x _____ total hours = \$ _____ Gross Pay _____

NOTES: The Office of Education will pay 50% (up to \$74.20 per day) for the cost of the substitute teacher only for full day substitute teaching. When the conference requests the services of a teacher for a full day, the conference will pay 100% of the cost of the substitute teacher (up to \$148.40 per day). Payments for all substitutes will be made through the Payroll Office. Substitute expense will be charged to the absent teacher due to personal business.

Principal's Approval _____ Date _____

Office of Education Approval _____ Date _____

OFFICE USE ONLY

\$ _____ Account Receivable: Expense charged to school Dept. # _____

\$ _____ Substitute Teachers' Expense: Charge to conference account Dept. # _____

\$ _____ Account Receivable: Deduct from teacher paycheck Dept. # _____

_____ Days Absent: Payroll: Unauthorized days off, deduct teacher's salary Dept. # _____