

To make edits on this form - click "File", "Make a Copy" and save it to your Google drive then share it with Substitute Coordinator.

Multiple Substitute Request

Purpose of this form: request, track, and pay substitutes when needed for school business purposes

Revised: 8/8/2017

Name: _____ **Requested Date** _____
 (person requesting substitutes)

Date Substitutes Needed: _____

Department: _____

Substitutes Needed For: _____
 (description of school business, in-service, training, etc)

Number of Substitutes Needed: _____

Half Day AM: **Half Day PM:** **Whole Day:**

Account Number(s) subs are to be paid from: _____
 (please be as specific as possible if multiple accounts are being used)

The process:

- Contact Substitute Coordinator to reserve spots on sub calendar. [\(View Calendar here.\)](#)
- Notify attendees of event
- Confirmation from employee that he/she will attend
- Instruct employees of the process - enter absence in Skyward & Aesop
- Complete/Revise Multiple Sub Request Form and send to Substitute Coordinator (Human Resources) - **BUDGET CODE IS IMPORTANT**
- Send copy of Multiple Sub Request Form sent to School secretary and HR Substitute Coordinator

Employees Needing Substitutes:

NAME	GRADE / SUBJECT AREA	SCHOOL	HR use only:
1	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15	_____	_____	Filled / Unfilled / None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Send or e-mail completed request form to: Esther Mulder, Human Resources ~ substitute coordinator: emulder@waukesha.k12.wi.us / 262-970-1119.