



CAPE GIRARDEAU PUBLIC SCHOOLS

301 NORTH CLARK AVE • CAPE GIRARDEAU, MO 63701 • PHONE: 573-335-1867 • FAX 573-335-1820

Long Term Sub Request Form

Complete form and submit to the Office of Human Resources. CAO approvals and personnel record updates must be completed before the Technology Department can issue network access/email access/Infinite Campus access, etc.

Date Requested: _____ **School:** _____

Substitute's Name: _____ **Employee Name:** _____
(Full legal name including middle initial)

Sub Start Date: _____ **Sub End Date:** _____

Employee Position: _____
(Teacher, Nurse, Teacher Assistant, etc)

Reason for Substitute: _____

Principal's Signature: _____

To be completed by the Assistant/Deputy Superintendent

- ❖ Long-Term Substitute Placement Approval

Assistant/Deputy Superintendent: _____ Date: _____

Daily Sub Rate: _____ **OR** **1st Year Teacher Daily Rate:** _____
(Once 20th consecutive day is reached)

Special Instructions: _____

To be completed by the Substitute Processor

- ❖ Internet Usage Agreement & Confidentiality Statement MUST be completed/placed in file: _____
- ❖ Substitute paperwork processed and completed: _____

To be completed by the Office of Human Resources - Payroll

- ❖ SISFIN Work Records Adjusted: _____ Date: _____

- ❖ Send copy to Technology Department: _____
- ❖ Special Services; if applicable: _____