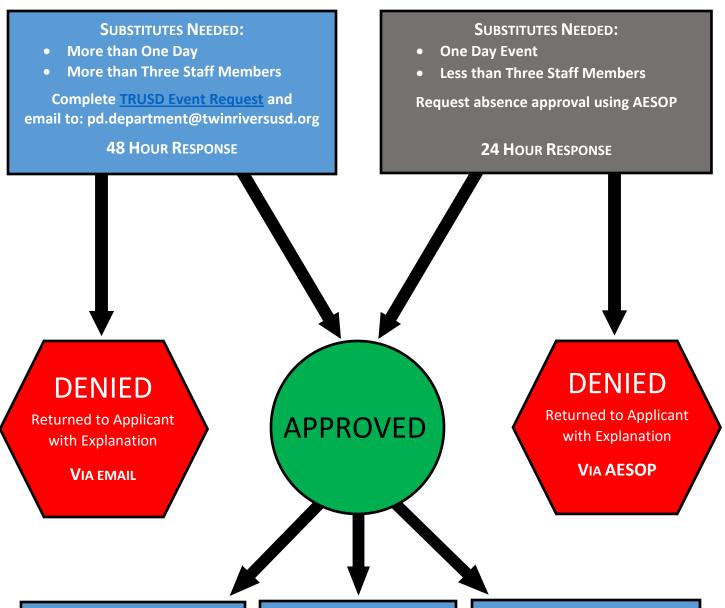
Twin Rivers Substitute Approval Process

<u>WHY:</u> To prioritize classroom instruction by ensuring that a qualified substitute is available when a classroom teacher is absent.

All District and Site work categorized as Conference Workshop through AESOP that requires the use of a substitute must follow the process outlined below.



Sub Services Monitors Job Pick-up

Applicant Submits Completed
Travel Conference Form

NO Additional District Resources or Support

Applicant may continue with planning

(Example: site assessment day)

Professional Development Department

Works with the applicant to ensure the workshop or event is successful