### **TWIN RIVERS Certificated Substitute Request Processes**

<u>WHY</u>: 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

Automatic Approval

Complies with CBA reasons

## **Conference Workshop with Substitute Needed**

**Examples: In-District or Out of District Event your Site or Department is organizing** 

#### **STEPS to Complete:**

**DENIED** 

Returned to

**Applicant via** 

email with

explanation

- 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

**Approved** 

email

notification

• 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.

# School



Automatic Approval

Pre-Approval by Special Ed Dept. Required



### **Next Steps:**

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

### **DENIED**

Returned to Applicant via email with explanation