



*“Building a
Foundation for
Lifelong
Learning”*

CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES
GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
201 Booth Street • Elkton, MD 21921

Phone: 410-996-5432 • Fax: 410-996-1051 • www.ccps.org

REQUEST FOR LONG TERM SUBSTITUTE

TO: DEPARTMENT OF HUMAN RESOURCES

FROM: _____
(Principal)

(School)

DATE: _____

LONG TERM SUBSTITUTE REQUESTED:

**The long-term sub will assume the duties of the teacher for whom they are replacing. Therefore, hours worked will also reflect that of the regular teacher.*

(name)

(Employee ID No.)

EFFECTIVE DATE:

SUBSTITUTE WORKING FOR:

POSITION:

(Teacher, Paraprofessional, Secretary, etc)

REASON FOR ABSENCE:

(Maternity, Medical, Resignation, etc)

**APPROXIMATE TIME PERIOD LONG TERM
SUBSTITUTE NEEDED:**

**NUMBER OF TRANSITION DAYS
REQUESTED (ONLY IF NEEDED):**

DATES OF REQUESTED TRANSITION DAYS: _____

DEPT. OF H.R. USE ONLY

JOB ASSIGNMENT: _____ **PER DIEM RATE:** \$ _____

COMMENTS: _____

APPROVED: _____ **DATE:** _____