



Substitute Requisition Procedures & Checklist

When to submit?

- Vacancy at the local school
 - Extra substitute is needed
 - Long term absence consisting of 5 or more consecutive days using sick/unpaid leave
1. Please complete the [request](#) on the ACS website at least 1 week in **advance** of the need for a substitute when possible. The electronic form is located on our website under Departments, Human Resources, Human Resources Forms, and Substitute Requisition.
 2. Upon completion, the required signatures will be electronically obtained and the substitute will be entered into Frontline.

Bus Drivers & Bus Aides

- ☐ Bus drivers and aides are responsible for entering their absences for up to 5 days
- ☐ Please contact the Transportation Department or Kelly's Scheduling Team to enter absences for 5 or more days

Important Reminder:

- ☐ **Only** Central Office staff may request a vacancy, extra substitute, or long-term substitute through Frontline.