Using Substitute Online

Please log into the Substitute Online System (www.substituteonline.com) to update your profile prior to the first day of school. Your User Name is your last name. Ask the Assistant to the Principal if you forget your password.

To update your personal information, select the “Personal Info” tab. When everything is correct on the Personal Info screen, you must click the green “Update Personal Info” button at the bottom of the screen and confirm that you want to make the indicated changes.

If you work at more than one school, please clearly indicate the days you are at each school, under “Subject/Job.” If you are a positive (less than 1.0) please indicate so.

You can request or reject substitutes using the “View Req/Rej Subs” tab in the lower left corner of the Personal Info screen. If substitutes are rejected, they will not see your absence. If they are requested, your absence goes to them first for 48 hours or until 6 pm the night before your absence, whichever comes first.

To Enter an Absence:
You are responsible for entering all absences for sick leave, personal leave approved by HR, bereavement, jury duty, medical/dental appointments, etc. The Assistant to the principal will coordinate with the sub office to enter district-initiated absences for you. To ensure a smooth process, be sure to add your lesson plans under “Comments/Lesson Plans” and then click “Submit Absence” at the bottom of the New Absence screen.

Please enter your absence in the system, even if you do not need a substitute. In this case, please select “No” under “Sub Needed?” located on the right hand portion of the screen. This will bring up a box to enter the exact times you will be gone. (This is especially helpful for medical appointments during your prep period or when another staff member will be covering your class during your absence). Be sure to include all time absent within your contract period. If you will be gone the full AM/PM/ALL with no sub, just click cancel when that box comes up and the regular 3.5/7 hours will be entered based on if you put AM, PM or ALL. Don’t forget to click “Submit Absence” again at the bottom of the main screen.

If you pre-arrange a substitute, you must first actually contact the sub, have them agree to take your assignment, and then select their name from the Req/Pre-arranged Sub list. Your request will not go out to anyone, so if you do this without first talking to the sub, the absence will not be claimed by anyone and you will not have a substitute.

When you return from an absence, please promptly stop by the Principal Assistant’s office and sign for the absence in the Sub Log. If you do not, a student will interrupt you during class in order to obtain your signature.

Other details: If you would be willing to substitute for another teacher occasionally during your planning period, please e-mail the Assistant to the Principal. You may be contacted as needs arise to see if you are available that day and you will be paid for covering a class at your regular hourly rate.

Thank you in advance for your help and cooperation. Please see the Assistant to the Principal if you have any questions.

Please complete the blue Substitute Information Sheet and return it to the Assistant to the Principal by _______________. Circle your assigned lunch (1st or 2nd). Include other helpful information under Additional Notes. Attach an emergency lesson plan to be used if, for some reason, you are unable to leave lesson plans.