

Substitute Online For Certificated Teachers

Website information:

North Schuylkill School District

www.northschuylkill.net

Go to District home page,

Look for Substitute Online web link.

– Or go directly to –

Substitute Online

www.substituteonline.com



(Book mark this page for quick reference)

Logon Page:

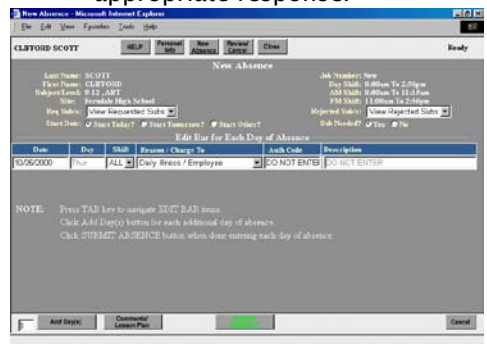
- ✓ Enter your username (last name)
- ✓ Enter your password
- ✓ Choose North Schuylkill School District from the pick list.
- ✓ Logon

For absences submitted less than 2 hours prior to your scheduled start time, please call your building secretary:
Lorie x 2110
Tracy x 3010

New Absence

1. Check to see that these are correct: make changes via Personal Information screen.
 - ✓ your name

- ✓ your subject/job
- ✓ your school site
- ✓ Optional – select request/reject a specific substitute (see detail information regarding this feature)
- ✓ Yes/No Substitute needed – check the appropriate response.



2. Enter New Absence

If you are absent one day, all day due to illness and the date on the Edit Bar is correct, you may press SUBMIT ABSENCE button. If the first date of the absence or the other information is not correct, make the changes. Select **date of absence:** start today, tomorrow, other. If “other”, enter day of absence (MM/DD/YYYY). Use the TAB key to move across the Edit Bar. Click the down arrow to change the **shift (All, AM only or PM only)** and the reason for your absence. Select **reason** for absence.

If your absence is due to district/building release, the proper paperwork must be submitted for approval/coding before it can be entered.

3. Click on the Add Day(s) button at the bottom of the screen for each additional day of absence.
4. Add comments and a lesson plan for the substitute. Left click Lesson Plan button. Copy and paste your lesson plan from your word processing application, or type the les-

son plan. Save with the absence. Each date of absence may have a separate lesson plan. The substitute will be notified when they accept the job if you leave a lesson plan for them.

Reminder: If your substitute request falls on an early release day, or if due to Kindergarten conferences, please list your hours of work in “Comments” and mark your work shift as AM or PM when appropriate.

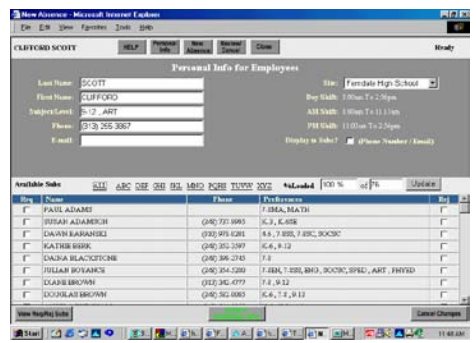
5. When everything is correct,



Left click on

6. **Confirm** the absence information; click OK
7. **Verify** again by going to Review/Cancel.

Personal Information



The Personal Information screen allows you to change specific information about what you teach or what you do to perform your job. Check that your Subject/Job information and your Work Site are both correct. If not, click on the box and type in what you teach or click the down arrow at the site and select the correct school. You may also enter your phone and email address for substitutes to contact you.

(Personal Information cont.)

✓ Check “display to substitute” to show or uncheck if you do not wish to be contacted.

When you click “submit”, your absence will be submitted for all district substitutes to view. If, however, you prefer specific substitutes in your classroom, you may select one or multiple pre-arranged substitutes. Only those persons will initially receive notification (via email if available) of your absence and the first person to accept the job will be your substitute. **You must call and speak with your substitute if you choose only one person** to substitute during your absence. They will need to log into Substitute Online and accept the job and your calling them insures they are aware of your request. (Phone numbers of substitutes can be viewed on the Requested/Rejected Substitute screen.)

Substitutes that you check “reject” will not receive notification of your absences.

If using Requested Substitutes option: Substitute Online will automatically send out your request to all substitutes at 6:00 p.m. the night before your absence IF prior to that time no one has accepted your request for a substitute.

REQUESTED/REJECTED SUBSTITUTES:

To choose Requested or Rejected substitutes, click View Req/Rej Subs button at the bottom left of the screen. Choose the alpha group or “all” for a list of substitute names. At the right is a scroll bar for moving down the list. You may re-request substitute (✓check box to left of name) or reject substitute (✓check box to right of name). Remember that a requested sub has the job held for them until 6:00 p.m. the evening before the absence. If they do not log in and accept the job, the job is placed out to all other district substitutes.

After you select your requested substitutes, you may select one person from the drop down box on the new absence screen, or by not selecting any one person, the request will go out to all your pre-arranged choices.

When all information is correct,

- Click on **UPDATE PERSONAL INFO**. You will receive confirmation of change.
- Click OK

REVIEW/CANCEL

Review/Cancel screen gives you a history of each day you have been absent this school year, who is substituting, the job number/confirmation number and check detail box to see date and reason for absence or to add comments and a lesson plan for the substitute.

If a sub has not yet been assigned, “Substitute Pending” will show in substitute name field.

Absence Summary: View/print current year absence history.

Cancel: At any time before a substitute is assigned, you may cancel an assignment or individual days of a multi-day assignment by checking the Cancel box. Click on Submit Cancellation. If an absence has been assigned to a substitute, however (see Substitute Name field), only the substitute office may cancel the absence. Please contact the substitute desk at 253 530-1046 to cancel a substitute if a substitute has been assigned to your job.

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How to Use Substitute Online

Certificated Teachers

**2010-2011
School Year**

Substitute Placement System