

# Request for a Substitute

Teacher Name \_\_\_\_\_ Grade \_\_\_\_\_ Room # \_\_\_\_\_

Date(s) that a Substitute is needed: \_\_\_\_\_

Lesson to be completed during absence \_\_\_\_\_

Special Instructions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
For Office Use:

Substitute Found \_\_\_\_\_ Substitute Name \_\_\_\_\_

Substitute Not Found \_\_\_\_\_ Proposed Solution \_\_\_\_\_