

Westlake High School
SUBSTITUTE REQUEST FORM

Teacher's Name _____ Date Requesting Sub _____

Whole Day _____ Half Day _____ Single Period _____
(specify which period)

Lesson Plans— In Classroom _____ Where? _____

With Natalie _____

Uploaded in Kelly Services _____

Professional _____ Reason _____
(MUST know why it is a professional absence)

Conference _____ Name of Conference _____
(MUST have name of conference)

Employee Illness _____ Regular Ed _____ Special Ed _____

Personal _____ Regular Ed _____ Special Ed _____

Bereavement _____ For Whom? _____ Regular Ed _____ Special Ed _____

Family Illness _____ Family Member? _____ Regular Ed _____ Special Ed _____
(surgery only)

If you have been given the account number to cover the cost of the sub please list it:

Name of Sub Assigned through Kelly Services: _____

Approval Signature _____
(Administrator signature over your department)

If you know you are going to be gone, i.e., meeting, conference, personal...please have this signed and turned into Natalie at least 3 days prior to being gone.