



Substitute Teacher Account Request

Process for requesting an account for a long-term substitute teachers:

1. The building administrator completes this form and submits it to the Human Resources Office.
2. The Human Resources Office reviews the request, and notifies the building administrator of the approval or denial.
3. If approved, the HR Office forwards this form to the Technology Office.
4. Upon receipt of an approved account request form, the Technology Office creates the necessary accounts, and informs the building administrator when the account(s) have been completed.

**Substitute accounts are only temporary, and will be disabled on the date designated below.*

For building use

Building: _____

Administrator requesting the account: _____

Classroom teacher on an extended absence: _____

Name of long-term substitute teacher: _____

Start Date: _____ **End Date:** _____

Type of account(s) needed: ~~XXXX~~ Email/Computer ~~XXXX~~ Progress Book/DASL

Date submitted: _____

For HR use

..... **Approved** **Denied**

Date: _____