

Request for Period Substitute

To be used for an absence that is less than a half-day. All full and half-day absences should be entered in Aesop.

Name: _____

I will need a substitute teacher in my classroom for:

Date: _____

For these periods: 1 2 3 4 5 6 7 8

Reason: _____

Return to Kris A.

Reply to Substitute Request

To: _____

Date: _____

Your substitute teacher for the requested periods on this date are:

1st _____

5th _____

2nd _____

6th _____

3rd _____

7th _____

4th _____

8th _____