

**NORTH EAST INDEPENDENT SCHOOL DISTRICT
CERTIFIED SUBSTITUTE
EXTENDED DAY RATE APPROVAL**

TO BE COMPLETED BY SUBSTITUTE:

<i>Substitute Name</i>	<i>Employee ID (required for Payroll)</i>
<i>Substitute Signature</i>	<i>Date</i>

CERTIFICATION FIELD** *Substitute's certification must match subjects taught in order to qualify for pay increase.*

<i>Assignment Begin Date</i>	<i>11th Day of Assignment</i>
<i>Assignment End Date</i>	

TO BE COMPLETED BY CAMPUS/DEPARTMENT:

This is notification that _____ was a
substitute at _____ Campus _____ Org # for _____ Employee Name

All Subjects & Grade Levels Taught**

**** NOTE:** *If your principal approves your long-term substitute to get access to temporary email and/or GradeSpeed while on this job, please process your request through an online Help Desk ticket.*

Please process this form in accordance with District policy and Payroll Dept. processing deadlines. Fax or email to the Human Resources Dept. Substitute Office staff - Fax number: 804-7007 and office phone numbers: 407-0475 or 407-0476

<i>Budget Manager's Signature</i>	<i>Date</i>
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Human Resources' Signature</i>
	<i>Date</i>