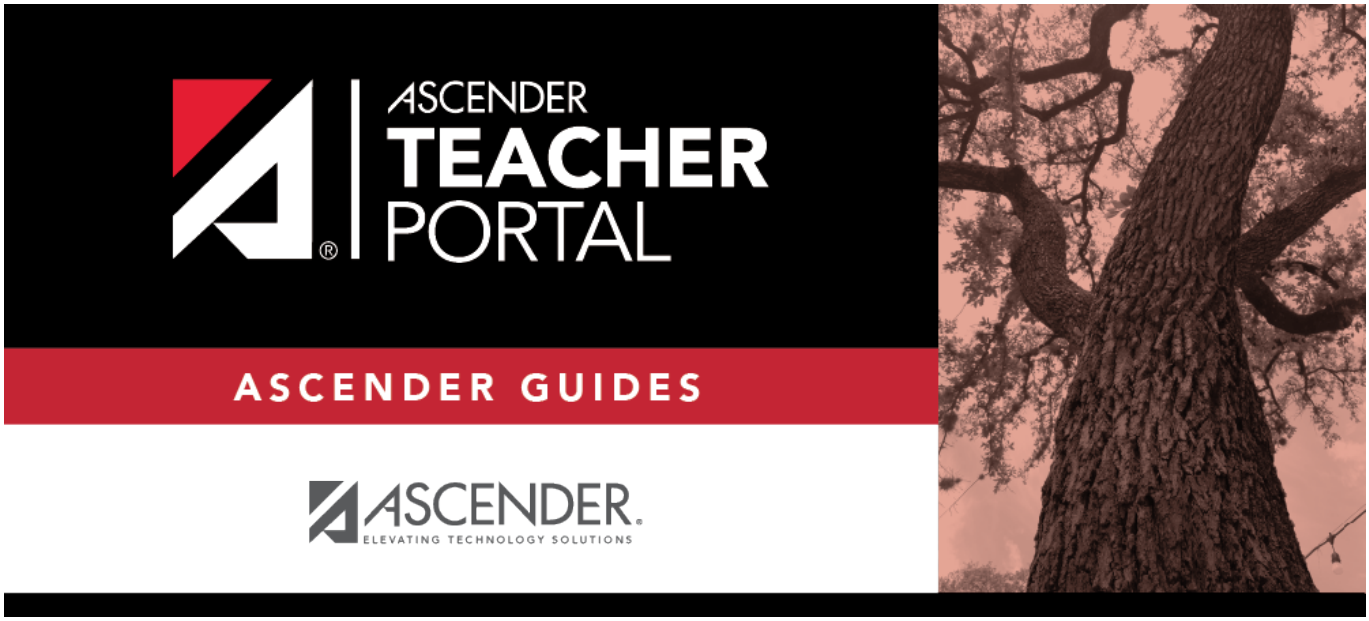



# Manage Long-Term Substitutes

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# Manage Long-Term Substitutes

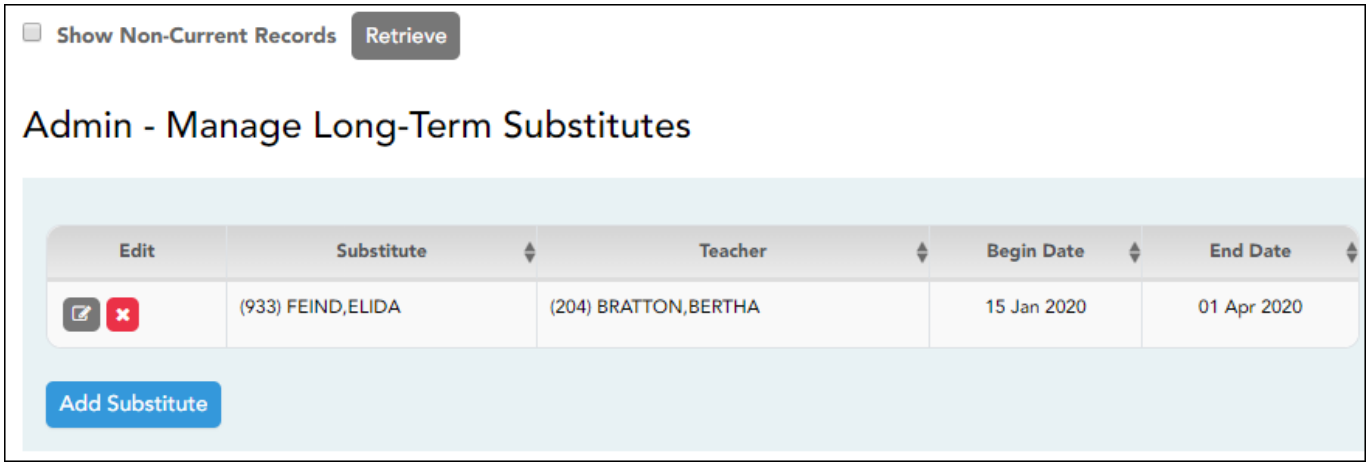
***Teacher Admin > Admin - Manage Long-Term Substitutes***

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This page allows you to maintain a list of long-term substitute teachers who are granted access to use TeacherPortal on behalf of a teacher who is out for an extended period of time. This is set up at the campus level.

When the substitute logs in to TeacherPortal as the teacher, the welcome page will display a field allowing the substitute to select the teacher for whom he is substitute teaching. Then, the substitute can proceed to use TeacherPortal as the teacher.

- A long-term substitute can be assigned to more than one teacher.
- A long-term substitute can be assigned to a teacher who teaches at more than one campus. In this case, the substitute will be able to select the campus, just as the regular teacher does.
- A teacher who teaches their own classes can also be assigned as a long-term substitute for another teacher.



## Update data:

Any existing, current long-term substitute teachers are listed.

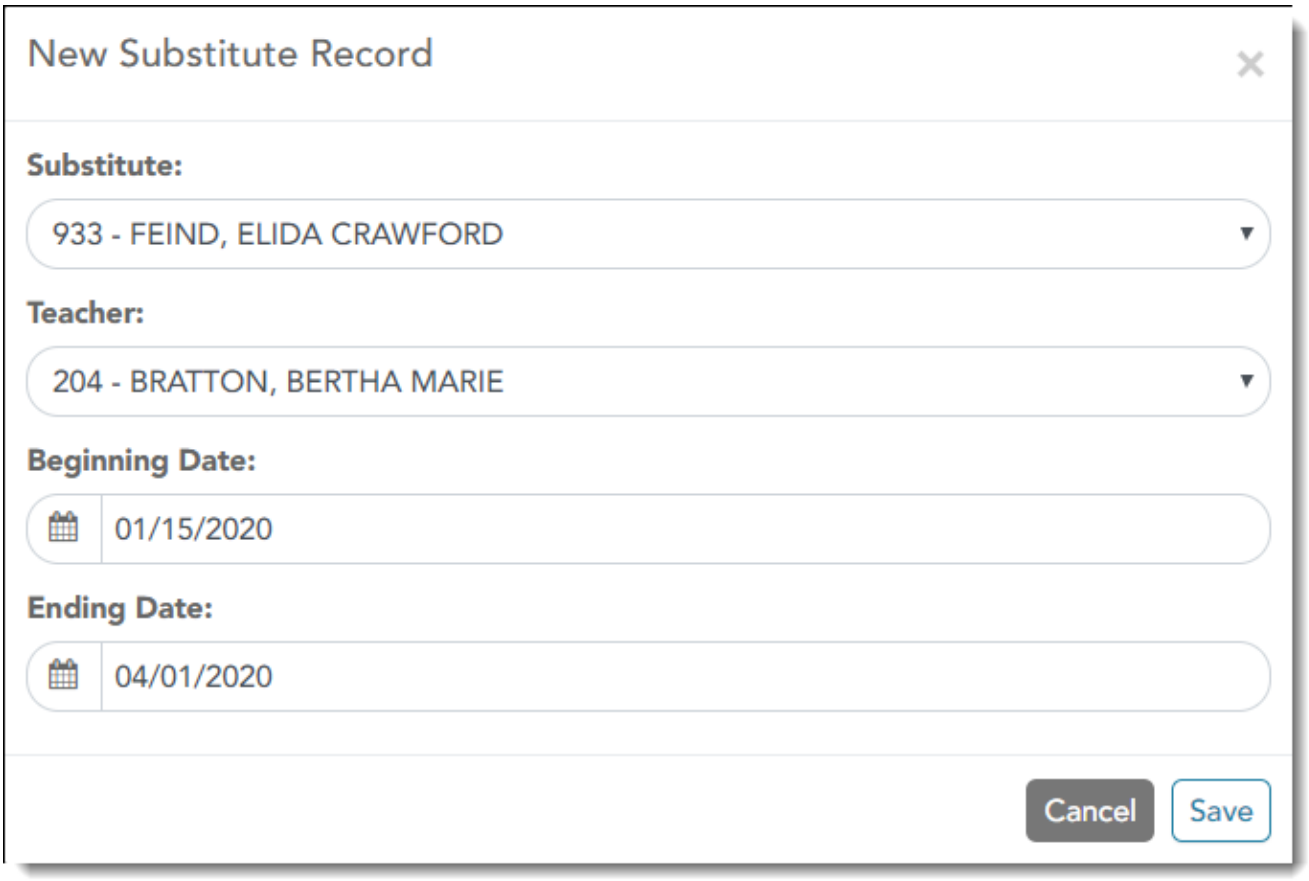
| | |
|---|---|
| **Show Non-Current Records** | By default, only current records (i.e., those that have already started and have not yet ended) are displayed. Select the field to view all records, including those that have ended or have not yet started. |

❑ Click **Retrieve**.

The complete list is displayed.

❑ Click **Add Substitute** to add a long-term substitute.

A pop-up window opens.




| | |
|---|---|
| **Substitute** | Select the substitute teacher. |
| **Teacher** | Select the teacher for whom the long-term substitute will be teaching. |

| | |
|---|---|
| **Beginning Date** | Enter the first date the long-term substitute will be teaching, or click to select a date from the calendar.<br><br>Leave blank if the begin date is unknown. |
| **Ending Date** | Enter the final date the long-term substitute will be teaching, or click to select a date from the calendar<br><br>Leave blank if the ending date is unknown. |

❑ Click **Save**.

The long-term substitute teacher is added to the grid.

**NOTE:** If you specified a future date for the begin date, the record will not be displayed in the grid unless you select Show **Non-Current Records** and click **Retrieve**.

| | |
|---|---|
| | Click to view and update information for an existing long-term substitute. A pop-up window opens allowing you to update the data as needed. Click **Save**. |
| | Click to delete a long-term substitute from the grid. |