



# admin\_adminlongtermstitutes\_body



---

# Table of Contents

**admin\_adminlongtermstitutes\_body** ..... i



Any existing long-term substitute teachers are listed in the **Long-Term Substitutes** grid.

**Show Non-Current Records**

Click **Add Substitute Entry** to add a long-term substitute. A pop-up window opens.

<b>Substitute</b>
<b>Teacher</b>
<b>Begin Date</b>
<b>End Date</b>

Click **Save**.

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

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**.

