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

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.
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☐ Click **Add Substitute Entry** 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.
Begin Date	Enter the first date the long-term substitute will be teaching. Leave blank if the begin date is unknown.
End Date	Enter the final date the long-term substitute will be teaching. 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**.

