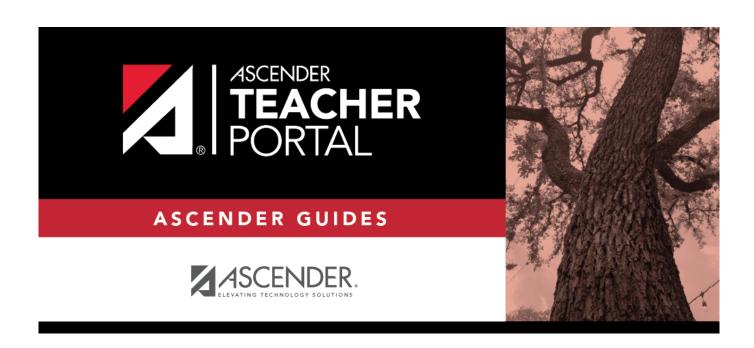
i



admin_adminlongtermsubstitutes_body

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admin_adminlongtermsubstitutes_bodyi

Any existing long-term substitute teachers are listed.

| 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 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. |
| | Enter the first date the long-term substitute will be teaching. Leave blank if the begin date is unknown. |
| | 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**.

- Click to view and update information for an existing long-term substitute. The data is displayed in the fields on the right side of the page. Update the data as needed and click **Save**.
- Click to delete a long-term substitute from the grid.