



# admin\_adminlongtermstitutes\_body



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

<b>Show Non-Current Records</b>	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.
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Click **Retrieve**.

The complete list is displayed.

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

A pop-up window opens.

**New Substitute Record**
✕

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**Substitute:**

933 - FEIND, ELIDA CRAWFORD
▼

**Teacher:**

204 - BRATTON, BERTHA MARIE
▼

**Beginning Date:**

📅


**Ending Date:**

📅

Cancel

Save





<b>Substitute</b>	Select the substitute teacher.
<b>Teacher</b>	Select the teacher for whom the long-term substitute will be teaching.
<b>Beginning Date</b>	Enter the first date the long-term substitute will be teaching, or click 📅 to <a href="#">select a date from the calendar</a> .  Leave blank if the begin date is unknown.

<b>Ending Date</b>	Enter the final date the long-term substitute will be teaching, or click  to <a href="#">select a date from the calendar</a>  Leave blank if the ending date is unknown.
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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 <b>Save</b> .
	Click  to delete a long-term substitute from the grid.



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