



# **admin\_adminlongtermstitutes\_body**



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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.

Substitute
Teacher
Begin Date
End Date

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**.





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