



## Clovis Municipal Schools

# Long-Term Substitute Request Form

Form to be completed by Building Principal requesting access

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Name of Substitute: \_\_\_\_\_

School: \_\_\_\_\_

Grade/Subject: \_\_\_\_\_

Teacher of Record: \_\_\_\_\_

Projected Start Date: \_\_\_\_\_

Projected End Date: \_\_\_\_\_

Skyward Access Needed: \_\_\_\_\_ Gradebook \_\_\_\_\_ Student Information

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Once form is complete, turn into Mandy Carpenter, HR Director.**

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### **For Office Use Only (In Order):**

\_\_\_\_\_ Human Resources Director

\_\_\_\_\_ Contracts

\_\_\_\_\_ Technology

\_\_\_\_\_ Payroll

\_\_\_\_\_ Comptroller

\_\_\_\_\_ HR Records Clerk

BA Degree? \_\_\_\_\_ No Degree \_\_\_\_\_

Has the employee previously retired? \_\_\_\_\_

Does ERB need to be taken out? \_\_\_\_\_

