

ISD #318 Long Term Substitute or Vacancy Information Sheet

Please complete for all situations requiring a LTS or Vacancy Position - For All Employee Groups

Date Form Completed	
Type of Position	<input type="checkbox"/> Long Term Substitute <input type="checkbox"/> Vacancy
Employee to Fill Position	
Employee Number	
Building/Location	
Who are they replacing?	
Employee Group (Teacher, ESP, etc)	If ESP, Teacher working with
Is this position Spec Ed or Title?	
Accounting Code	
Pay Rate	
Start Date	
Expected End Date	
Actual End Date	
Start Time	If ESP, Schedule of Duties
End Time	
Unpaid Break? <input type="checkbox"/> Yes, Number of Minutes _____ <input type="checkbox"/> No	
# of Hours Per Day	
Why was this position created?	
AESOP Job #	

Principal or Director Signature: _____ Date: _____

Revisions to this Position (Principal or Director <u>must</u> initial and date.)

Please note: **LTS positions filled from within situations will need to have a C-7 Form completed in order to receive payment for services.**

All long term substitutes and vacancy positions will sign in and out of the building daily.

Please submit this form to the HR office before the work begins.