

SubFinder Helpful Tips

- ❖ Please have pencil and paper at hand before making call to write down job number.
- ❖ Teachers will have thirty (30) seconds to record special instructions. **Teachers on a itinerant schedule please use this option.**
- ❖ Employees may request a substitute but not prearrange a substitute. You will need the substitute ID number from the list on the website.
- ❖ You must wait for a job number if you hang up before you receive a job number your absence will not be recorded and you will not have a substitute. Please write down and **save your job number**. If you call ahead for a meeting or workshop and it is cancelled, you must have that job number in order to cancel your absence.
- ❖ SubFinder system will be down from 2:00 am to 3:30 am for a system backup everyday. Do not call at this time.
- ❖ Calls made one (1) hour prior to your school's opening must be made to 327-6030 and your building Principal for the administrator to report to SubFinder.
- ❖ If you have an emergency illness during school, before noon, your school administrator will call SubFinder for a substitute. **Do not call Patty Parker.**
- ❖ Call SubFinder for a substitute as soon as your meeting or workshop is confirmed. **You must write your job number at the top of the school business day form.**