



Updated January 2021

NJDOE Substitute Service Limit Extension Request Form

Restrictions

A substitute credential holder and CTE substitute credential holder may not, under any circumstances, serve more than 40 total days in the same classroom per year.

Questions or Comments?

Contact your [County Office of Education](#)

Request for Extension

Full Name of Substitute:

Tracking Number or Last 3 Digits of Social Security Number:

Teaching Subject Area:

Public School Name:

Public District Name:

County:

Number of Days Requesting to Extend Substitute Service Limit:

This extension request is hereby submitted to the executive county superintendent by:

School District Personnel Signature

Date (mm/dd/yy)