



October 2023

NJDOE Substitute Service Limit Extension Request Form

Substitute service time limits and extensions may be found on the [substitute website](#).

Local Educational Agency and Position Information

Local Educational Agency (LEA):

Title of Vacancy Filled by Substitute:

Date the Position Became Vacant (mm/dd/yy):

Certification(s) Required to Fill Vacant Position:

Placed Substitute Information

Name of Placed Substitute:

Tracking Number:

Substitute Start Date in Vacant Position (mm/dd/yy):

Anticipated Last Date of Extended Service (mm/dd/yy):

Certification(s) or Credential Held by Placed Substitute:

Efforts to Fill Vacancy

Describe efforts to hire appropriately certified teacher during the first 20/60 instructional days of vacancy. Include reasons why the LEA was unable to hire an appropriately certified teacher.



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Substitute Supervision

Describe how the substitute has been and will continue to be supervised and periodically monitored.

Statement of Certification

Print and sign the following:

I certify that all statements and information provided herein are true and accurate to the best of my knowledge.

Signature:

Date (mm/dd/yy) :

Print Name:

Title:

County Office Verification Only

For County Office use only.

Application received by:

Signature:

Date (mm/dd/yy):

The signature confirms that (select one):

Information provided is complete and verified.

Information provided is incomplete and cannot be verified.

Additional explanation: