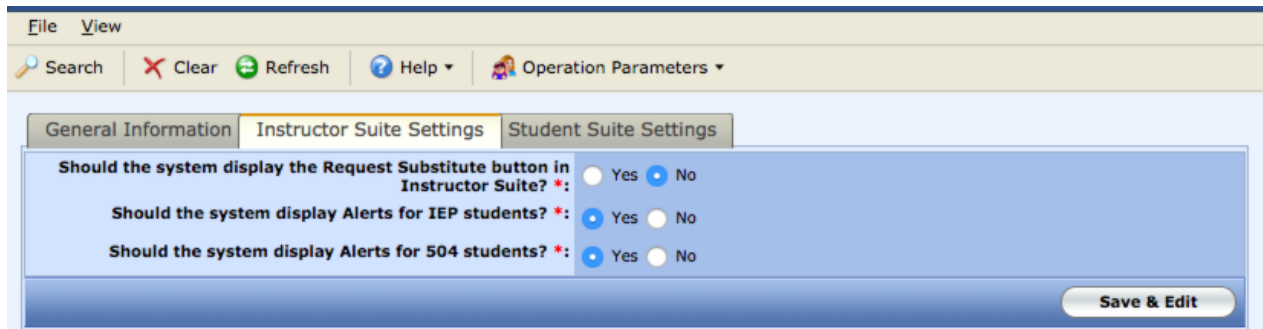


Allow Instructors to Request a Substitute

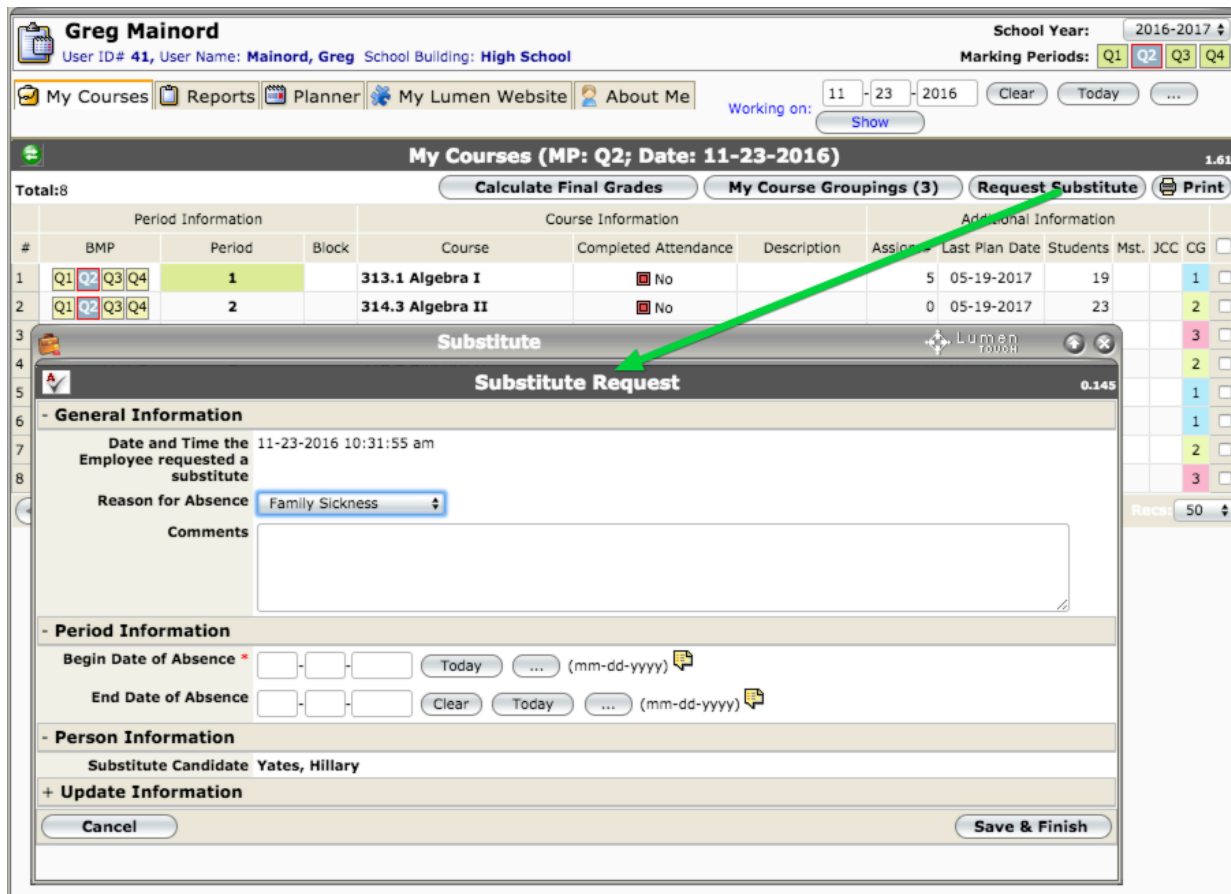
This is not required for using the Substitute Management System. It does allow instructors to request a substitute from the Instructor Suite.

EzStart -> Lumen Touch - District Admin -> District Setup -> District Setup -> Operation Parameters

In the above application, click on the Instructors tab and select Yes for Should the system display the Request Substitute button in Instructor Suite.



Below is how the instructor would request a substitute.



Greg Mainord
 User ID# 41, User Name: Mainord, Greg School Building: High School
 School Year: 2016-2017
 Marking Periods: Q1 Q2 Q3 Q4
 Working on: 11-23-2016
 My Courses (MP: Q2; Date: 11-23-2016)
 Total:8
 Calculate Final Grades My Course Groupings (3) Request Substitute Print

#	BMP	Period	Block	Course	Completed Attendance	Description	Assign	Last Plan Date	Students	Mst.	JCC	CG
1	Q1 Q2 Q3 Q4	1		313.1 Algebra I	No		5	05-19-2017	19			1
2	Q1 Q2 Q3 Q4	2		314.3 Algebra II	No		0	05-19-2017	23			2

Substitute Request

- General Information
 Date and Time the Employee requested a substitute: 11-23-2016 10:31:55 am
 Reason for Absence: Family Sickness
 Comments: [Text Area]

- Period Information
 Begin Date of Absence: [Date Picker] Today (mm-dd-yyyy)
 End Date of Absence: [Date Picker] Clear Today (mm-dd-yyyy)

- Person Information
 Substitute Candidate: Yates, Hillary

+ Update Information
 Cancel Save & Finish