



ARKANSAS-LOUISIANA CONFERENCE  
OF SEVENTH-DAY ADVENTISTS  
Education Department

**SUBSTITUTE TEACHER FORM**

(Short Term)

**Substitute Teachers who have not been cleared by Arkansas-Louisiana Conference  
Human Resources before date of subbing will not be paid.**

School: \_\_\_\_\_

Teacher Absent: \_\_\_\_\_

Date(s) Absent: \_\_\_\_\_

Reason for Absence:

\_\_\_\_\_ Personal Illness

\_\_\_\_\_ Personal Leave

\_\_\_\_\_ Death in Immediate Family

\_\_\_\_\_ School Required Meeting/Training Explain: \_\_\_\_\_

\_\_\_\_\_ Conference Required Meeting/Training Explain: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

Substitute Teacher Information:

Name: \_\_\_\_\_ 4 Year Degree: Yes \$105.00/Day

Phone: \_\_\_\_\_ No \$90.00/Day

School Approval:

Principal or Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Education Director: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES:

- All Substitute Teachers are to be voted by the local school board, Conference Hiring Committee, and ALL EMPLOYMENT DOCUMENTS COMPLETED and cleared by Conference Human Resources before they work as a Substitute Teacher.**
- Teachers are allowed up to 10 days off for sick or personal use between August 1 and May 31.
- Conference/Union Required Meetings or Trainings, School Required Meetings or Trainings, Jury Duty, etc. do not count in the 10 days.
- Substitutes will be paid a full day's pay, even if they only subbed part of the day.