

PINELLAS COUNTY SCHOOLS
LONG-TERM SUBSTITUTE TEACHER RECOMMENDATION FORM

Job # _____

Long-term substitute teachers must hold a bachelor's degree or higher from an accredited college or university, and **should be certified or eligible for certification** in the subject area for which they are being recommended. A long-term substitute **must** work 16 consecutive days in the same position. If there is a break in service due to absence, please email the Sr. Human Resource Specialist for approval.

PLEASE TYPE OR PRINT CLEARLY:

School	Cost Center Number
Absent Teacher's Name	Reason for Absence
Subject Area/Grade Level	Requested Start Date
Substitute Teacher Name	Requested End Date

**Start or end date changes require prior approval of the Sr. Human Resources Specialist.
 If out of field, the Area Superintendent must continue to approve until a certified candidate is found.**

This is a recommendation and request that the above named substitute teacher be approved for this long-term position.

Administrator's Signature	Date
---------------------------	------

Please submit this form to the Sr. Human Resources Specialist, Human Resources, Administration Building, for approval BEFORE THE ASSIGNMENT BEGINS. Please allow one week for processing.

<i>Do Not Fill in - Certification Team use only</i>			
Out of Field <input type="checkbox"/>	Board <input type="checkbox"/>	Alert <input type="checkbox"/>	_____ Initial & Date
Florida Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No	Subject _____		
SOE <input type="checkbox"/> Yes <input type="checkbox"/> No	Subject _____		
Applied to DOE <input type="checkbox"/> Yes <input type="checkbox"/> No	Eligible for Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No	Subject _____	

Based on the administrator's recommendation, I authorize the use of the above named substitute teacher for this long-term position.

Sr. Human Resources Specialist Signature	Date
--	------