

PINELLAS COUNTY SCHOOLS
LONG-TERM SUBSTITUTE TEACHER RECOMMENDATION FORM

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.

PLEASE TYPE OR PRINT CLEARLY:

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

Start or end date changes require prior approval of the human resources director.

Do Not Fill in - County use only

Florida Certificate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Title 1: <input type="checkbox"/> Y/N <input type="checkbox"/> Out of Field Parent Letter
Florida Certificate Subject Area <hr/>	
If a sub does not hold a Florida Certificate, what is the degree? <hr/>	

NOTE: ***Non-student contact dates must have prior approval.***
Please list dates below.

<u>Pre-School</u>	<u>1st Semester</u>	<u>2nd Semester</u>	<u>Post-School</u>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

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

<hr/> Administrator's Signature	<hr/> Date
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Please submit this form to the Director of Human Resources, Administration Building, Instructional Personnel for approval BEFORE THE ASSIGNMENT BEGINS. Please allow one week for processing.

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

<hr/> Human Resources Director's Signature/Designee	<hr/> Date
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