

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.

Do Not Fill in - Certification Team use only

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