Lamar Consolidated Independent School District

Instructions for Long-Term Substitute Teacher Access for Skyward

This form is for long term substitute teachers on your campus that need access to Skyward Educator Access Plus for student attendance and grades.

NEVER LET A SUBSTITUTE USE THE TEACHER’S LOGIN AND PASSWORD!

If the long term substitute is filling a vacancy and there is no teacher of record, then complete part A below and send this form to Student Accounting. After the teacher is added, they will show up in the teacher drop down list and you will need to add them in a Class Meet. This will cause them to be reported to PEIMS as a long term substitute.

A  I have a long term substitute for a vacant teacher position.

Name of Substitute:_________________________________________________________________

If the long term substitute is substituting for a teacher that is temporarily out, then complete part B below and send this form to Student Accounting. Be sure to include the teacher’s name, the substitute’s name, the begin date and the end date. If you do not know the exact end date, then provide an estimated guess or use the end of the six week period or semester. There must be an end date. I will assign the long term substitute to the teacher’s class. Do not add the sub to the class meet. They will be able to access the teacher’s classes from my substitute assignment. This teacher will not be reported to PEIMS since there is a teacher of record that will be reported.

B  I have a long term substitute teacher for a teacher that is temporarily absent.

a. Teacher of record: ______________________________________________________________

b. Substitute:  ________________________________________________________________

c. Begin Date:    ______________________________________________________________

d. End Date:  _________________________________________________________________

Complete the form, including the Campus use area, scan and e-mail to Linda Tayler at ltayler@lcisd.org.

Campus use:

- 1 - Electronic Use Form to HR
- 2 - Online Data Entry for Computer Credentials and Network Access

District use only:

- Staff >Edit General>Substitute Yes, Add Entity WS/SF/SF
- Security Teacher Sub Setup at correct Entity
- Sub for Teacher = Staff>Substitute Assignment WS/SF/SA
- Date Added ____________________
- Date Campus Notified ________________

Revised 8/15/2017