Instructions for Long-Term Substitute Teacher Access for Discovery

There are different situations when you might have a long term substitute on your campus that needs access to Discovery for student attendance.

A. If the long term substitute is filling a vacancy and there is no teacher of record, then notify Student Accounting that you need this substitute set up as a regular teacher. After the teacher is added, they will show up in the teacher drop down list for addition to the master schedule.

B. If the long term substitute is substituting for a teacher that is temporarily out, then notify Student Accounting. We will need 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.

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

Complete the form below and scan, fax or e-mail to Linda Tayler at ltayler@lcisd.org or fax 0190.

Substitute Form for Discovery Access

Campus____________________________ Date ______________

☐ I have a vacancy that is being filled by a long term substitute:
  ☐ Name: ________________________________
  ☐ E-mail address if available: ________________________________
  ☐ Additional Campuses if applicable ________________________________

☐ I have a long term substitute for a teacher that is temporarily absent.
  ☐ Teacher of record: ________________________________
  ☐ Substitute: ________________________________
  ☐ Begin Date: ________________________________
  ☐ End Date: ________________________________

For office use only.

☐ Admin Staff
☐ Admin Substitute
☐ Security