There are different situations when you might have a long term substitute on your campus that needs access to Skyward Educator Access Plus for student attendance and grades.

A. If the long term substitute is filling a vacancy and there is no teacher of record, then complete part A below and 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 complete part B below and notify 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.

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

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

<table>
<thead>
<tr>
<th>Substitute Form for Skyward</th>
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</thead>
<tbody>
<tr>
<td>Campus_____________________</td>
</tr>
</tbody>
</table>

A. I have a **vacancy** that is being filled by a long term substitute:
- Name: ________________________________________________________________
- LCISD e-mail address: ________________________________________________
- Additional Campuses if applicable ______________________________________

B. 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.

- Data entry for Computer Credentials
- Vacancy / Sub for teacher = Staff> Edit General> Substitute Yes, Add Entity WS/SF/SF
- Vacancy / Sub for teacher = Security Substitute Setup at correct Entity
- Sub for Teacher = Staff> Substitute Assignment WS/SF/SF
- Date Added __________________________
- Date Campus Notified __________________________

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