

**Helena-West Helena School District  
Long Term Substitute Required Information**

*Please complete the form each time a Long Term Substitute is assigned to a class and/or a Long Term Substitute is moved to another classroom assignment for long term. The Long Term Substitute can ONLY be used for two (2) semesters. The form is to be sent to HR.*

**School:** \_\_\_\_\_

**Teacher of Record Information**

Name: \_\_\_\_\_

Last Day Worked: \_\_\_\_\_

Subject/Grade Level Taught: \_\_\_\_\_

Reason for Absence/Leave (retired/moved/FMLA/etc):

**Substitute Information**

Name: \_\_\_\_\_

First Date in the position: \_\_\_\_\_

- The Human Resource Department is requesting that the 1st day the long term substitute is assigned to the classroom, go on ahead and send Parent Notification letters to those students' parents who are being taught by that substitute teacher.

