



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: K-12 Teacher Summer Substitute Registration

NUMBER: MEM-4693.0

ISSUER: Vivian K. Ekchian, Interim Chief Human Resources Officer
Human Resources Division

DATE: April 13, 2009

PURPOSE: The purpose of this Memorandum is to inform permanent and probationary teachers from single-track calendar schools, who wish to serve as on call day-to-day substitutes during the summer months of July and August, that they must register through the procedure described herein.

MAJOR CHANGES: None

INSTRUCTIONS: Note: Registration will be through the U.S. Mail, School Mail, or fax and does not require eligible teachers to report to the Certificated Substitute Unit.

ROUTING
 Local District
 Superintendents
 Local District
 Directors of
 School Services
 Principals

I. Eligibility Requirements

To be eligible for substitute teaching during July and August, teachers must:

- Have a current assignment and be scheduled to return to active status in September 2009. Please note that due to state budget reductions, assignments may be impacted. Summer substitute assignments will be approved beginning June 30, 2009. Teachers who received a reduction in force notification and are released from the District as of June 30, 2009 will not be eligible to accept a summer substitute assignment.
- Possess a valid teaching credential and contract during the entire period from July 1, 2009 through August 31, 2009.
- Be available a minimum of two (2) consecutive days.
- Must be available both Monday and Friday, in order to be requested by name.

Note: Elementary teachers must be available for all elementary grade levels K through 5. Please call the Substitute Unit Help Line at (213) 241-6117 for clarification.



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

II. Registration Procedure

Requesting school completes Attachment A – including employee name, employee number, home telephone number, and days available.

Attachment A – Submit to the Certificated Substitute Unit via U.S. Mail, School Mail, or fax to (213) 241-8410, between June 1, 2009 and June 22, 2009.

Registration Deadline: June 22, 2009

III. Teacher Activation and Service Responsibility

Teachers registered as Summer Substitutes can confirm activation by calling SubFinder at (877) 528-7378 and entering their PIN NUMBER (employee number). They will be prompted to identify if calling as an employee (1) or as a substitute (2). During the summer months, registered Single Track calendar teachers will respond by entering (2).

Once registered, teachers may use the personal information menu to modify their telephone number, days of availability, and indicate periods of unavailability during the summer.

Summer Substitutes with more than four refusals during the summer period of July 1 through August 31, 2009, will be deactivated in the SubFinder system and not called for assignments during the remainder of this period.

**RELATED
RESOURCES:**

Attachment A – Summer Substitute List – Single-Track Calendar

ASSISTANCE:

For assistance or further information please contact the Certificated Substitute Unit Help Desk at (213) 241-6117.

