

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Human Resources**

MEMORANDUM NO. S-41  
 March 29, 2001

ATTACHMENT A

To: Certificated Substitute Service Unit – 15<sup>th</sup> Fl

From: \_\_\_\_\_ Org unit/Loc Code: \_\_\_\_\_

Subject: **OFF-TRACK TEACHER AVAILABLE TO SUBSTITUTE**

Track: \_\_\_\_\_ Calendar: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

| Name | Pers ID/<br>Emp No | Phone | Days Avail |   |
|------|--------------------|-------|------------|---|
|      |                    |       | M T W Th F | <input type="checkbox"/> Reg <input type="checkbox"/> Make-up <input type="checkbox"/> Home site only |
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Submitted on: \_\_\_\_\_

By: \_\_\_\_\_

