

---

# Substitutes

---

Thursday, June 3, 2021 10:55 AM



Substitute  
Attn

## Substitute Teacher Attendance

Attendance office shall provide substitute teachers a **Skyward Teacher Roster** printed each morning. The Teacher Roster shall be signed and dated by the substitute teacher, and submitted to the attendance clerk each period to be manually entered into Skyward. **The Teacher Roster shall be attached and filed with the Teacher Verification report.**