



# North East Independent School District

Human Resources Department

8961 Tesoro Drive, San Antonio, Texas 78217  
Phone: (210) 407-0475 or (210) 407-0476 | Fax: (210) 805-2795  
www.neisd.net

## CERTIFIED SUBSTITUTE EXTENDED DAY RATE APPROVAL FORM

### TO BE COMPLETED BY CAMPUS/DEPARTMENT:

This is notification that \_\_\_\_\_ was a

substitute at \_\_\_\_\_ for \_\_\_\_\_

Campus

Org #

Employee Name

### List All Subjects & Grade Levels Taught\*\*

**CERTIFICATION FIELD\*\*** Substitute's certification must match subjects and grade level taught in order to qualify for pay increase.

Assignment Begin Date

11<sup>th</sup> Day of Assignment

Assignment End Date

**(Substitute Coordinators) Note:** For payroll purposes, you must notify the sub office if an assignments ends or if any dates change

### TO BE COMPLETED BY SUBSTITUTE:

\_\_\_\_\_  
Employee ID (required for Payroll)

Substitute Name

\_\_\_\_\_  
Date

Are you currently enrolled in an ACP program? Y \_\_\_ N \_\_\_  
Do you plan to enroll in an ACP program? Y \_\_\_ N \_\_\_

\_\_\_\_\_  
Substitute Signature

**(Substitutes) Note:** For payroll purposes, long term subs cannot accept another assignment. This will end your long term assignment

\*\* **NOTE:** If your principal approves your long-term substitute to get access to temporary email and/or Skyward while on this job, please process your request through an online **Help Desk ticket**.

Please process this form in accordance with District policy and Payroll Dept processing deadlines.  
Fax or email to **all** Human Resources Dept Substitute Office staff:

Fax: (210) 805-2795

Kim Padilla, Ivette Aguilar and Irma De La Rosa

\_\_\_\_\_  
Budget Manager's Signature

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
Yes No Human Resources Signature

\_\_\_\_\_  
Date