



Request for Substitute

Federal Programs
 Mat-Su Borough School District
 501 N. Gulkana
 Palmer, AK 99645
 P: (907) 746-9278 || F: (907) 746-9290

The following employees have had their leave approved by their site administrator/ principal. To request a sub use B27 as the Absence Reason. In the Notes to Administrator field, write the Indicator Number (INS-?, SSS-?) and the title and date of the training. When creating a Vacancy use one of the FP Grant Funded Vacancy Profiles.

This request must be submitted to Federal Programs no later than 2 weeks prior to first day of the request.

Activity Name:	
Principal/Coordinator Making Request:	
Signature:	Date Signed:
Date(s) of Activity:	Location:
Federal Programs Use:	
Account Code Established:	<input type="radio"/> Yes <input type="radio"/> No
Account Code:	
Federal Programs Director or Grant Budget Supervisor Approval:	

Last Name, First Name:	School	Sub Needed (Yes/No)	Half Day/ Whole Day

