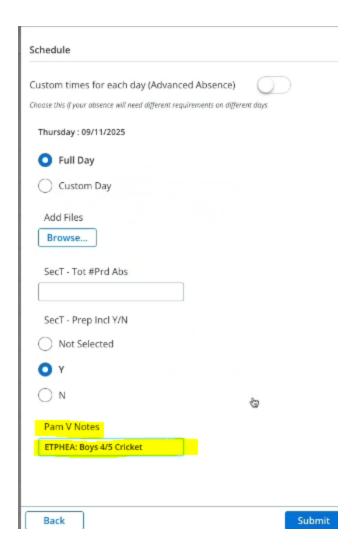
- NEW: Use CODE 442
- All ETPHEA absences will use code 442 (NOT 482). Errors will need to be corrected in the system and will delay processing.
- All teachers must complete this <u>ETPHEA Supply Code Approval FORM</u> when booking a supply for an event.
- Each school will have a maximum # of supply codes for the year. As a school, decide which events use the teacher code.
- When inputting your absence into Easy Connect, add the reason in PAM V NOTES (see yellow highlight below)
- NO BUSSING
- Each school has a specific number of supply codes to use. If you use more than your allotment, your school will be charged
- Email alisa.mcclure@peelsb.com to add to the calendar



Suggestions for funding:

- Tap into Outdoor Education funding, as this allocation is used to specifically support outdoor activities for the entire student body
- Ask your SOE to support the large FOS events Focus on the impact to student engagement, wellbeing, sense of belonging, and ultimately student retention (especially if the events involve feeder schools)
- Bank days