

SUBSTITUTE TEACHER HANDBOOK



2025/2026



Welcome to Stockton Unified School District! Substitute teachers are a very important part of Stockton Unified School District’s mission to graduate every student college, career, and community ready. We are grateful for your work on behalf of our students and schools. We place top priority on providing a highly qualified teaching staff in our classrooms and it is essential that well-qualified substitute teachers are available to assume the responsibility of providing meaningful educational experiences when our regular teachers are not available.

This handbook is a guide to our procedures, and also sets forth expectations we have for SUSD substitute teachers. You will find what to expect as an SUSD Substitute Teacher, school procedures, Frontline (absence management system) login protocol, and substitute teacher’s responsibilities. We expect that SUSD substitute teachers be able to provide an environment where students can engage in their studies and be productive in their task of learning.

The office staff at each site will provide support for your responsibilities. Please remember to always check in with the site secretary when you arrive and leave. If at any time you have questions, please work with our SubFinder Techs or the site administrative staff. Our job is to make sure you have everything you need to have a successful day with our students.

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GETTING STARTED

Once you have been approved to substitute teach by the Human Resources Department, you will receive an email from Frontline with your Personal Identification Number to access the Substitute system and to create your account to begin accessing jobs.

How do I receive my Personal Identification Number (PIN)?

Once all of your employment documents have been completed, you will be sent an email from Frontline prompting you to create your own personalized username and password. A separate email with a Welcome Letter from Frontline will also include an Phone ID Number (your phone number) and PIN Number. You will use your Username and password to access the Online Web Access system. You will use your Phone ID and PIN to interact with the Frontline Telephone Access system. Please keep your Username, Password, Phone ID and PIN confidential. Do not give your Username and/or PIN to anyone. You are responsible for all jobs you accept through both systems.

How do I accept/decline assignments?

Employees are required to enter their absences into the Frontline system as soon as they are aware they will be out. Once an absence is saved, it immediately becomes available to substitutes who are "job shopping" — either online or by phone — and remains posted until it is accepted.

For detailed instructions on how to accept or decline jobs, please refer to the *Absence Management Substitute Employees Handbook* (see Appendices).

When you accept a job, the system will provide:

- A job number
- The absent employee's name
- Any important job details

Important:


- Always write down the **job number** — it confirms the job is assigned to you.
- You **must** have a job number to be paid.
- If a school or employee asks you directly to sub, they must prearrange the assignment in the system to ensure it is properly recorded.

The job number is essential for your timesheet and payment through SUSD.

Important Information About Using the Frontline Absence Management

Phone System:

When using the Frontline Absence Management phone system (1-800-942-3767), your Phone ID is tied to the phone number on file in the system. Please review the following points carefully:


- **Phone ID:**
Each time you change your phone number in the Frontline system, your new number becomes your Phone ID — the number you must call from to access the automated system.
- **Changing Your Phone Number:**
You can update your phone number at any time by logging into your Frontline Absence Management account online. This change takes effect immediately and will be used for future access to the phone system.
- **District Records Reminder:**
Changing your phone number in the Frontline system does **NOT** update your contact information in other District systems.
To update your official records with Stockton Unified School District, please go to the **Employee Online Portal** on the District website:
 www.StocktonUSD.net

Note:

If you experience issues logging in by phone, verify that you're calling from the number listed in your Frontline profile. If necessary, log in online to update your number.

Frontline Website

The preferred method for accessing Frontline is through the website:

 <https://app.frontlineeducation.com>

Job Availability (Job Shopping):

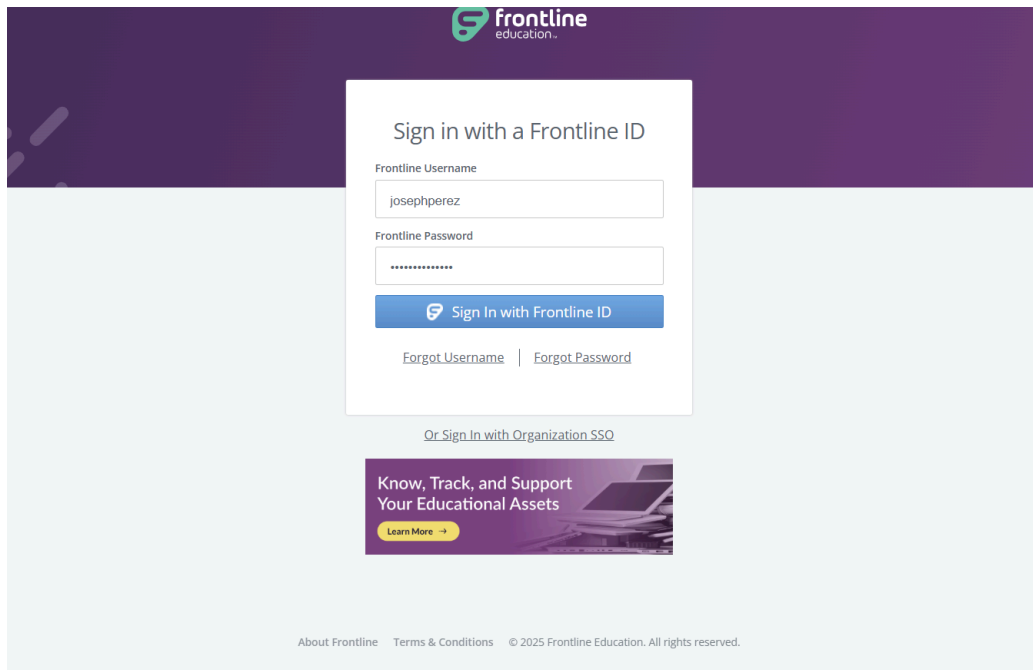
- Jobs appear in real time and may be taken quickly. If you leave a job unclaimed and return later, it may no longer be available.
- If an absence is still unfilled three days before the assignment, the system will also begin making calls to find a substitute.

Call Schedule:

- The system does not make calls from Friday evening to Sunday morning.
- Absences entered on Fridays will not trigger call-outs until Sunday evening, but will remain visible online throughout the weekend for job shopping.

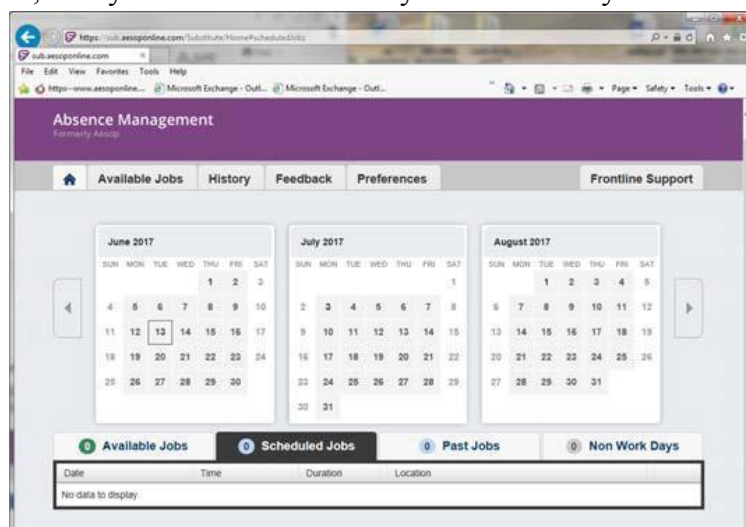
Logging In Online:

To access your profile and accept jobs online, you must have accepted your Frontline invitation and created a username and password.



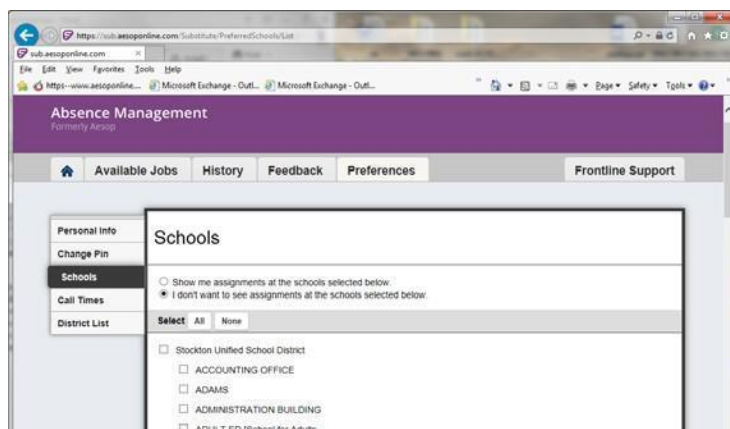
The image shows the Frontline Education login page. At the top, there is a purple header with the Frontline Education logo. Below the header, the main content area is white. It features a 'Sign in with a Frontline ID' section with two input fields: 'Frontline Username' (containing 'josephperez') and 'Frontline Password' (containing '*****'). Below these fields is a blue button labeled 'Sign In with Frontline ID'. Underneath the button are two links: 'Forgot Username' and 'Forgot Password'. Below this section is a link that says 'Or Sign In with Organization SSO'. At the bottom of the white section, there is a purple box with the text 'Know, Track, and Support Your Educational Assets' and a yellow 'Learn More' button. The footer of the page is light blue and contains links for 'About Frontline', 'Terms & Conditions', and '© 2025 Frontline Education. All rights reserved.'

Once logged in, you'll see an **Available Jobs** tab—jobs available for assignment will be highlighted in green on the calendar. The **Scheduled Jobs** tab shows your upcoming assignments in blue. To view completed assignments, click the **Past Jobs** tab. If you need to mark yourself unavailable, go to the **Non-Work Day** tab and select the dates you'd like to block; the system will not contact you on those days.



If you select the **Preferences Tab** you will be able to:

- View your personal information
- Edit your phone number: This is the phone number that the system will use to call and offer you jobs as well as to interact with the Frontline Telephone Access system.
- Add an email address (strongly advised): This is the email address that Frontline and the district will utilize to send you all of your notifications and correspondence, therefore it is essential that your email address is accurate.
- Change your PIN: You can change your pin number to any 5-digit number.
- Select school sites where you wish to work: You can select the schools where you would like to work. All accounts will be initially set up for the substitute to work at all schools within the district. If you want to change this default setting, go to the “Schools” tab under preferences and then select the schools you prefer.
- Create a multiple district PIN (if you work in other districts)



Confirmation Email

Once you have accepted a position, you will be sent an email with the job number and the details of the assignment. Make sure you keep this information for your records.

Call Out Times

Any time the system calls you in the AM, the job will be for *that* day.

The system will call out for an assignment for up to ONE HOUR AFTER the start time of the assignment, so don't worry if the job has already started when you get the call.

Rule of thumb, if you are interested in working, be up and ready to head out the door by 7-7:30am. If you can report to work within 30 minutes of picking up a job after it has started, then go ahead and accept the job. Contact the site, let them know you just picked up the job and will be there as soon as possible. If you are not in a position to head out the door when the

system calls you for a job, listen to the message and decline. Please do not just hang up on the call. Hanging up on the system without appropriately responding to the prompts may result in a decline in system calls. Also be aware that declining a call will block you from further calls for that day.



The system will call out until 10am. If you do not want to work that day, make sure to set your schedule for a Non Work Day online or just don't answer the phone.

The PM call out will always be for future assignments.

How Many Days Can I Work in One Classroom?

The number of days you may work in any **specific classroom** per school year depends on the type of **permit or credential** you hold:


1. 30-Day Substitute Permit

- Limit: You may work up to 30 days per school year in any one classroom.
-  This applies regardless of whether the assignment is for an absent teacher or a long-term vacancy.
- Days do not have to be consecutive—they are cumulative throughout the year.
-  **Special Education Exception:**
 - In any special education classroom, the limit is **20 days per school year**.



2. 60-Day Career Substitute Permit

- Limit: You may work up to 60 days per school year in any one classroom.
- This permit is issued based on the following criteria:
 - **Experience:**
 - At least **90 days per year** of day-to-day substitute teaching for **three consecutive years**, all within the same district or consortium.
 - **Employer Verification:**


A signed endorsement from the district or county superintendent confirming:

 - Your successful substitute teaching record
 - Authorization to substitute for up to 60 days for one teacher per school year.
-  **Contact:**
 - For Career Permit information, contact Joseph Perez at (209) 933-7065 ext. 2119. (Alpha A-L) or Stephanie Jaimes (209) 933-7065 x2114 (Alpha N-Z).

3. Fully Credentialed Substitutes

- Limit: You may work up to 30 days per school year in any one classroom.
-  This applies regardless of whether the assignment is for an absent teacher or a long-term vacancy.
- Days do not have to be consecutive—they are cumulative throughout the year.
- You may take extended assignments, long-term vacancies, or rotating roles as needed.
-  **Special Education Exception:**
 - In any special education classroom, the limit is **20 days per school year**.

4. TPSL (Temporary Permit for Statutory Leave)

- A TPSL allows for extended substitute assignments, depending on the type of leave (e.g., maternity, medical, or FMLA) being used by the teacher.
 -  **Contact:**
 - For TPSL eligibility and assignment questions, contact Joseph Perez at (209) 933-7065 ext. 2119 or Stephanie Jaimes at (209) 933-7065 ext. 2114
-




Important Reminders

- **Credential or TB Test Renewal:**
 - Please notify SubFinder immediately when you renew your credential or TB test so your records can be updated and you can continue working without interruption. (subfinder@stocktonusd.net)

THINGS I SHOULD KNOW ABOUT THE FRONTLINE SUBSTITUTE MANAGEMENT SYSTEM

Renewing Your Credential or Permit


- The Frontline Substitute System will automatically send you an email reminder 90 days before your credential/permit and TB clearance expire.
- You can find the expiration date of your permit or credential by visiting the Commission on Teacher Credentialing (CTC) website at www.ctc.ca.gov.
- Your 30-Day Substitute Teaching Permit is renewable one year from the date of issuance.
- **It is your responsibility** to renew your permit or credential.
This applies to:

- 30-Day Substitute Permit holders
 - Single Subject Credential holders
 - Multiple Subject Credential holders
 - Special Education Credential holders
- All renewals must be completed online through the CTC website:
 www.ctc.ca.gov
 - Once you have completed your renewal, please email:
 subfinder@stocktonusd.net
 This is critical—the system is not automatically updated, and failure to notify us may result in delays or loss of access to job assignments.
 - Renew at least 30 days before expiration to ensure there is enough time for processing and approval.
 -  If your credential expires, you **will not** be eligible to work as a substitute teacher until it is renewed and confirmed by the CTC.

Renewing Your Tuberculosis (TB) Clearance

- Your TB test clearance is valid for four years from the date it was administered. This expiration date is listed on the TB documentation provided by the clinic or healthcare provider where you completed the test.
- **It is the substitute teacher's responsibility** to ensure their TB clearance or questionnaire is renewed **before it expires**.
- Once you renew your TB clearance, please notify SubFinder immediately so your record can be updated and you can continue to accept assignments without interruption.
- You will not be able to accept jobs if your TB assessment/screening expires. You will not be able to see available jobs to accept in Frontline if the expiration occurs and you do not notify subfinder@stocktonusd.net.

Annual Letter of Intent / Reasonable Assurance

- Each April, a Letter of Intent (also known as a Reasonable Assurance Letter) is emailed to every substitute teacher's registered email address. This letter notifies you that the District intends to continue offering you substitute assignments for the upcoming school year.
- It is your responsibility to respond to this letter by the deadline indicated, either by emailing or submitting your confirmation to the Human Resources Department.
-  If you do not receive the letter by the end of April, please contact SubFinder immediately to ensure your contact information is current and you remain eligible for

assignments.

- In order to be eligible for continued employment as a substitute teacher, you must work a minimum one (1) substitute teaching shift within a 12-month period. If you fail to do so, you risk being deactivated as a substitute. If this occurs, you will be expected to restart the entire hiring process.

Special instructions and multiple day jobs

- Remember to listen to special instructions, if any, when accepting a job. Teachers may leave important information and job requirements in the special instructions.
- If you accept a job that is a multiple day absence, you must be able to substitute for all of the days required; for unexpected circumstances contact the school secretary or front office staff directly. You will also want to inform subfinder@stocktonusd.net.

Punctuality Expectations for Substitute Teachers

If you are going to be late to an assignment, it is essential that you call the school secretary as soon as possible.

- School sites reserve the right to cancel your assignment and request another substitute if you arrive more than 30 minutes late.
- If this occurs, the system will record the absence as a **“No Show”** in your substitute profile.
- Additionally, the school site may choose to complete a Substitute Teacher Evaluation and may request that you no longer be assigned to their campus in the future.
- If you are going to cancel an assignment, you must do **so at least 1 hour in advance**. Otherwise, the system will automatically schedule you for a “Non-Work Day” and you will not be able to accept any jobs that day. If you have an emergency and must cancel within one hour of your start time, you must contact the school directly.

If the Teacher Cancels the Job:

- The system will call and email you with the cancellation details.
- Listen carefully and follow the prompts to confirm the cancellation.
- If you don’t confirm, the system will keep calling until you do.

If There’s a Problem With Your Assignment:

- If you arrive at a school and there’s an issue with the job, speak with the school secretary right away.

- They may try to reassign you, but please be flexible, as this can happen for various reasons.
- If no other assignment is available, the school will provide a timesheet for half-day pay.

YOUR FIRST DAY ON THE JOB

I've accepted a job! What's next?

When you accept a job offered to you by Frontline, keep the job number, absent teacher's name, and the place, date and time of the job. If the notification of the job was received after the start time of the job, contact the school site to let them know you just received notification of the job and that you are on your way and your estimated arrival time.

Remember: Be on Time! Be on Time! Be on Time!

If you arrive more than 30 minutes late, the school has the right to cancel you from the job assignment and to schedule another substitute for the position. Please be aware that you are being paid for the time you actually start the job, which includes the 15 minutes before and after school.

What time do I report for the job?

You must arrive at least 15 minutes before school begins and stay for 15 minutes after, but you are welcome to arrive up to 30 min early or stay 30 min after. This allows you time to check in to the office, leave your timesheet with the school site secretary, and be prepared to start class when the bell rings. Keep in mind you are paid on a half or whole day pay scale, so any additional time you spend outside of the mandatory work day is voluntary. You will need to check back in with the office before you leave to ensure your timesheet is completed and ask if your services are required for the following day.

JOB EXPECTATIONS

What is expected of me as a substitute teacher?

Please remember that you are being paid to teach the students, not just supervise them. Students should be actively engaged in school work, meaning they are not spending instructional time as free time, study hall or watching videos. Do not use your iPad, phone or computer for personal use during instructional time. This all reflects upon your abilities as a substitute teacher and as a future teacher. You are expected to follow the provided lesson plan. If you are unable to locate a lesson plan or necessary materials, contact the office right away.

Before Reporting to the Site – What do I Need to Bring with Me?

- Appropriate/Comfortable Dress

- My Tools (lanyard with whistle, sunglasses, water, coffee travel mug, tote bag or briefcase, clipboard, cell phone, sweater; NO other valuables!)
- List of Expectations
- Intro to students and an age appropriate Get to Know the Students Activity
- Learning Activities
- Focus/ReFocus Activities
- P.E./Recess Games
- Incentive Activities (Indoors/Rainy Day and Outdoors)

Who do I report to?

You will report directly to the school secretary. Be prepared with your District badge, job number, and the name of the teacher for whom you are substituting. The secretary will provide you with a substitute folder which will contain all the important information regarding the classroom and a set of keys to the classroom. Also, ask the secretary if there are any messages, bulletins, or notices in the teacher's mailbox you should know about. Do review the information, but be sure to leave the teacher's mail in the mailbox.

What should the absent teacher have available for me?

- Information regarding emergency procedures
- Lesson plans, an extra roll sheet or class roster, and a seating chart
- Classroom discipline policy
- Seating Chart
- Answer keys to tests and worksheets
- Notes as to where supplies (including paper), AV equipment, and teacher's edition textbooks are located to carry on the day's activities. Materials are usually left on the teacher's desk; or they can be left with the secretary
- List of all extra duties, special duties, and responsibilities that are pertinent to the assignment of the regular teacher
- Details regarding any videos to be used in the course of the lesson
- Information regarding students who may be coming or going from class (band, speech, etc.), as well as a list of who goes where and when
- List of students who have severe medical issues and what to do in case of emergency
- List of students who have accommodations and how to fulfill those requirements
- Information regarding who rides which bus, if applicable
- Subs who are taking over for long term assignments may be asked to report beforehand to observe classroom instruction and routine. Substitute teachers will be paid for this service. One (1) day may be allowed to observe and work with the teacher.

What should the school site make available to me?

- Keys to the classroom
- Laptop/Chromebook
- Class Roster (Attendance is taken in Synergy)
- Schedule

- Timesheet - School site should request that the substitute fill out a timesheet at the beginning of the assignment, and have the substitute sign and date the timesheet before leaving for the day. The school site can mail the timesheet to payroll, although all employees are encouraged to submit their own timesheets directly to Payroll
- Lesson Plan - A detailed plan suitable for the use of a substitute teacher shall be kept on file in the school office or in a specific place in the classroom accessible to the site administrator and the substitute (STA Article 3.9 and AR 4161.2/4261.2/4361.2)
- Information to make contact with the regular teacher regarding future plans if the assignment is of an indefinite period
- Contact information for site support, including name, title and extension

What do I do before the students arrive?

- Review the lesson plans carefully. Be sure to follow the planned assignments left by the teacher. Avoid going beyond the day's assignment. If the teacher did not leave a lesson plan, contact the secretary right away to see if the teacher left lesson plans in the office. If the office does not have the teacher's lesson plan, utilize your Get to Know the Students Activity until the office provides the lesson plan.
- Check for extra duties such as playground supervision, bus duty, etc.
- Review attendance and discipline procedures for the school site/classroom
- Utilize instructional aides, if present.
- Write your name on the board
- Check for names of student helpers. They can be of value in taking attendance and other classroom routines. The student helpers enjoy this responsibility.
- Check for any safety concerns in the classroom before students enter.

Students cell phones:

When checking in with the office, please familiarize yourself with the school's policy and procedures regarding student cell phones. In most cases, cell phones are prohibited during class time. It is important to adhere to these procedures and enforce the no cell phone policy, applying appropriate consequences according to classroom discipline as necessary. Please see Stockton Unified School District's New Cell Phone Policy for the 2025-2026 School Year.

[Cell Phone Policy](#)

Student Names

When reading lesson plans, please ensure to check for student preferred names and be mindful of gender inclusivity. It is important to call students by the name they prefer to be called. This fosters a respectful and inclusive classroom environment where all students feel valued and acknowledged.

What do I do after students arrive?

- Start the class promptly

- Introduce yourself to the class
- Take attendance on Synergy on the computer provided by the office by required time for site (See Appendix II)
- Make necessary announcements to the class.
- Assume the responsibility as the regular teacher for students, equipment, and assigned materials
- Appropriately supervise students at all times/never leave students unattended
- Circulate the classroom consistently and limit time sitting
- Report incidents of behaviors in notes to the teacher
- Report incidents of significant behavior to the office immediately

Know Student Information

- Expect and require cooperative student responses
- Students are not to leave the room without authorization or permission from the teacher. If this occurs, notify the office immediately.
- No student should leave the school without permission of the principal or school office personnel.
- Students should not be in the classroom unless the teacher is present. Lock doors whenever you leave the classroom.
- Students are not allowed to use any dangerous or sensitive equipment, such as paper cutters or copy machines
- Students at the elementary level should not use playground equipment except under the close supervision of the teacher

The Dreaded Rainy Day – FLEXIBILITY! If the school calls a rainy-day schedule, check for possible updated times for lunch and organize a quiet activity during recess time, as the students will be staying inside.

Special Education Classes

- **You may have students from different grade levels in one day.** This means that you will have to adjust your instruction accordingly. With each grade level, you may set a different tone and your activities will have to be developmentally appropriate.
- **You may have students for short periods of time.** This may present pacing issues, so it's important to plan the class well. Students may even have individual schedules they follow.

Preparation:

- Be aware of students who have medical, behavior or emotional needs or other special circumstances you should be aware of. A list of accommodations will likely be provided by the teacher or directed by the classroom assistants. The teacher will likely provide an IEP at a Glance. (See Appendix III)
- Behavior reports - In some classes, teachers send behavior reports home to parents describing a student's academic or social behavior during that school day. Please follow the daily routine expected.
- Learning aids - There may be some learning aids that are used in completing

- tasks and activities (i.e.; math manipulatives, pencil grips, calculators, etc.).
- Classroom management systems - Many Special Education teachers employ a variety of systems to maintain an optimal level of academic and social behavior in the classroom. Please closely follow the plans provided to allow for the greatest consistency for the students.
- Do not disclose information that makes a student's special education needs known to other students, such as stating in class that a student has an IEP or 504 accommodations.
- Maintaining confidentiality and consistency can help students with disabilities feel safe, respected, and supported.

Communicate with Classroom Assists and Volunteers:

Classroom assistants and volunteers can provide detailed information about each student including:

- Information regarding students' learning styles and preferences
- Behavioral interventions
- Preferred methods of reinforcement
- Special diet or health conditions
- Implementation of Behavior Intervention Plans and Visual Schedules

Emergency Procedures

Emergencies are unexpected, unpredictable and take many forms. No one can be fully prepared for everything that may happen, but some simple measures are helpful in any emergency. Think of everyone's safety first; use common sense and training; act quickly and calmly; and be factual and unemotional with students and the community. An Emergency Response Crisis Management Administrative Guide (red flip chart book) is located in every classroom near the door with procedures for emergencies. Refer to the guide for specific guidelines for emergency procedures, but the office will also provide you directions in case of an emergency.

What do I do at the end of the workday?

Leave a Summary Report for the teacher. Leave a written report for the teacher explaining what happened in the classroom during his/her absence. The report should also include a summary of work accomplished or not accomplished and why, comments regarding student's behavior (positive/negative), and any other information the teacher will find helpful.

Follow the dismissal procedures included in the school/teacher details. After the students have been dismissed at the end of the day, ensure the classroom is organized and prepared for the following day. When you are finished, leave the lesson plans and teacher's report on the teacher's desk. Take the folder with all the items provided to you by the secretary back to the office and ensure the classroom key is inside the folder. You will be released from your workday 15 min after school is out. **Make sure you have obtained a signature for your timesheet and have the job number included.**

What do I do with my timesheet?

The site secretary will give you a timesheet, if needed. The secretary will fill out each day of your assignment. Before submitting your timesheet, write your name, employee number, and

classification information. All subs should be responsible for and submit their timesheet directly to the District office to confirm it was turned in by the payroll cut off date. Your employee number is your payroll number that is located on your paystub and your district ID card, not your PIN number for the automated system. **Please be sure to keep your copy of the time sheet. This will be your official record of your time worked.**

Some Dos and Don'ts of Substitute Teaching

DOs

- Do arrive on time or even early
- Do let students know your expectations and the rules immediately
- Do make sure you know the procedures for a fire drill
- Do follow all of the lesson plans the teacher provided
- Do get student's attention by using a positive classroom management strategy. For example, counting, using a timer, raising your hand, having students clap or snap after you to repeat your pattern, having students respond with a phrase (Teacher says: "Class, class" students respond: "Yes, yes."), having students earn letters for good behavior by spelling out a word on the board as an incentive/reward for positive and appropriate behavior (for example: "free time," "game," or "recess").
- Do use positive praise to assist you with classroom management
- Do verify the seating chart is accurate. Make your own, if needed.
- Do use appropriate rewards. Be careful NOT to give students food or candy with peanuts because a lot of students have peanut allergies.
- Do ask the principal or office for assistance if needed
- Do make assignments due at the end of the period
- Do work closely with classroom assistants so they provide services to their assigned students
- Do make sure you have extra ideas/plans in case you finish the lesson plans early.
- Do establish special privileges when appropriate, such as line leader, P.E. captains, etc.
- Do carry extra pencils with you in case students need to borrow one
- Do follow school site procedures for bathroom use
- Do leave a note for the teacher at the end of the day
- Do walk elementary classes to recess and lunch
- Do make sure you know the dismissal procedures for elementary students
- Do ask the secretary if you have any recess or other duties
- Do call the office if needed
- Do report any allegations of suspected child abuse or neglect to CPS and notify administration

DON'TS

- Don't yell at the class or an individual student. This is not a good way to get the class' attention or earn students respect
- Don't use belittling or foul language to discipline students
- Don't lose control. Take a minute to calm down before disciplining. Ask for help, if needed

- Don't write a student's name on the board as a discipline measure for upper elementary or secondary grade levels. The name on the board may not work for this age group
- Don't discuss controversial issues or share personal information
- Don't use electronics for personal entertainment
- Don't conduct any personal business during instructional time
- Don't talk about your personal life or business with students
- Don't use your cell phone when you are with students
- Don't leave the classroom unattended. Please call the office for assistance, if necessary.
- Don't follow your own lesson plans. Use the lesson plans left by the teacher.
- Don't make comments to students or parents regarding any student's ability, physical or mental condition, or personal hygiene
- Don't take the classroom key home
- Don't allow students to take any type of medication unless verified with the office

What is the Procedure for Disciplining Students?

Familiarize yourself with the Stockton Unified School District's "Code of Conduct". You should have the attention of the students prior to engaging in any activity. This is very important regardless of the age of the students. You will be able to maintain control and conduct classes properly if you are familiar with the rules of the school and those set down by the regular classroom teacher. If you are "easy going" the students will take advantage of this. If you are firm and fair, students will usually react accordingly. Be pleasant, yet firm.

Keeping students on task with worthwhile material and present lessons in an interesting manner, which usually keeps disciplinary problems to a minimum. If discipline problems do arise and you are unable to resolve them, the principal or assistant principal should be notified immediately. DO NOT let the situation get out of hand. Discipline can often be handled by a mutual understanding between you and the pupil. If you attempt to understand the student's problem and the student understands what you expect, problems may not develop.

- DO NOT use any physical contact with students!
- DO NOT use foul or belittling language as a means to discipline a student. The school administrator will handle and administer any severe disciplinary measures.

You may make parent contact or arrange for a parent conference only after consulting with the administrator in charge of discipline. If it was necessary to confiscate any items from students, return them to the student before the student leaves the class for the day.

What is the Procedure for Reporting Accidents?

Promptly report accidents to the principal's office and fill out an accident report before leaving at the day's end.

SUBSTITUTE TEACHER SALARY INFORMATION

Pay rates are established each year by the Board of Education.

Rates

- 1-5 days.....\$218 (\$109 1/2 day)
- 6-18 days in the same assignment.....\$272 (\$136 half day)
- 19 or more days in the same assignment.....\$327 (\$163 half day)

After 18 consecutive days in the same assignment **if Credentialed *****: Appropriate placement on teachers salary schedule. If an extended term substitute has less than a B.A degree, the salary schedule placement shall be the minimum teacher's salary.

What is considered a full substitute workday?

A full-day is considered 6.5 hours, which includes your lunch break. If your assignment ends before 6.5 hours, you must contact the site administrator or secretary to see if there are any other duties for you to perform. **It is not permissible for you to leave before the end of the assignment given.** If it is an early release day, you are obligated to stay the entire time if you want to be paid for the whole day; talk to the principal's secretary if you need an assignment during this time. If your assignment is at a High School and the teacher you are subbing for has a prep period, you can use that prep period to work on items left by the teacher. If you are asked to cover a different class during that period, you will be compensated for that additional time. You are required to arrive on time and stay until the end of the job assignment, regardless if the teacher's prep period is at the beginning or end of the day. You must be on site at least 15 minutes prior to the start of the school day and stay 15 minutes after school dismisses.

Evaluations

Remember that your instruction, your behavior, and your professionalism all reflect upon your ability to be a successful classroom substitute teacher and/or permanent teacher. Keep in mind that someone is always observing your work as a substitute teacher, whether it is the students, other teachers, or the secretary at the school site. Remember to act in a professional manner at all times. Being repeatedly requested by the school is, of course, one of the best evaluations you can have.

If a school site deems it necessary to write a negative evaluation for a substitute teacher, the school site will notify the Human Resources Department by completing a *Substitute Teacher Evaluation Form*.

The Human Resources Department will review the information provided, and send a letter of unsatisfactory job performance to the substitute teacher's home address informing the substitute of the outcome of the incident. There may be further investigation performed by the Human Resources Department, although the school site does have the right to exclude a substitute. The substitute teacher is entitled to a copy of the Notice from the school site.

If the Human Resources Department receives *4 Notices of Unsatisfactory Performance by a Substitute Teacher (at least one of the negative evaluations must be at a second site)*, **the substitute teacher may be terminated** from employment with Stockton Unified School District (STA Article 22.2.4). If an incident was deemed egregious, a substitute teacher may be terminated for the first offense. A written letter of termination will be mailed to the substitute teacher's home address indicating a termination date & e-mailed to the e-mail on file.

PAYROLL AND LEAVE INFORMATION

Timesheets

You are responsible for ensuring your timesheet is completely filled out, signed and dated by the office before you leave your job assignment. Timesheets received after the Payroll due date will have the payment deferred until the following month's payroll. The last day of the pay period is the 21st of each month. If the 10th falls on a holiday or weekend, the last day of the pay period will be the first workday before the 21st of each month. Your check will be mailed to the address on your W-4, eight (8) to ten (10) working days after the 21st of each month unless you have signed up for direct deposit. (See Appendix IV)

Substitute Sick Days

You may take yourself out of any future job, up to one hour before the start time. If it is less than an hour before start time, you will have to contact the site you are scheduled for and ask for assistance.

If you are working in a multiple-day assignment, and you need to miss one or more dates due to illness, you will likewise need to contact the site as this is not something you can do on your own.

A job number is not necessary to request SUB/SICK leave, and there will be no need for site administration signature. Please review the following usage procedures:

- DO NOT pick up an assignment/job in Frontline's Absence Management System (formerly AESOP).
- Complete a timesheet requesting SUB/SICK usage.
 - List the date and duration of sick usage.
 - Certificated/teacher substitutes use full days or half days
- Drop off the completed timesheet directly to the district's office receptionist. They will forward the timesheet to HR.
 - The HR Technician assigned to your alpha will verify if you have enough accrued sick leave time to pay out your timesheet.
 - If you have enough time, then the timesheet will be forwarded to Payroll for processing and payment in the next available payroll cycle.
 - If you do not have enough sick leave accrued, the HR Technician will reach out to you via email.
- In order to avoid delays on your regular timesheet that has all your jobs for the month, please use a **separate timesheet to request SUB/SICK pay**. Your regular timesheet should be dropped off on the payroll box as usual. The SUB/SICK timesheet should be handed to the district's receptionist.
- If you are in a long-term assignment and choose to utilize sub sick, please notify the site and follow the process above for timesheets.

Sub Sick Day Balance

All substitutes can check their SUB SICK balances by logging onto our Employee Portal which you can find on our SUSD website. <https://www.stocktonusd.net>
(Please do not contact the Absence Management desk, as they do not have that information)

Important Information:

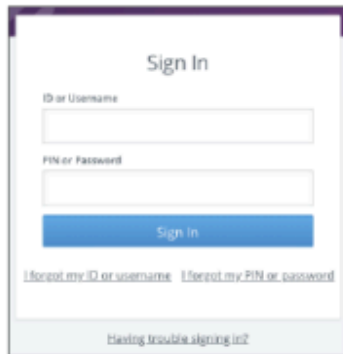
- Substitutes are entitled to use accrued sick days beginning on the 90th day of employment.
- Paid sick hours will be accrued at the rate of not less than one (1) hour per every 30 hours worked.
- Accrued sick leave use is limited to 5 days in a 12-month period.

APPENDIX I

Below are Frontline directions to view your profile, make changes and accept substitute positions. Additional information is also available in the Substitute-Absence Management System: [Microsoft Word - Sub System Handout \(stocktonusd.net\)](#)



Absence Management



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.

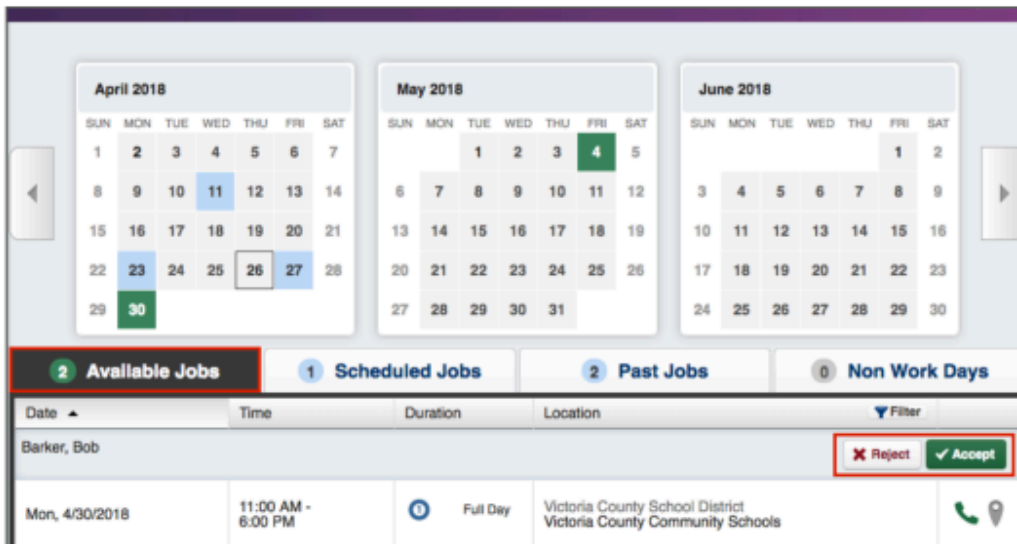
RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

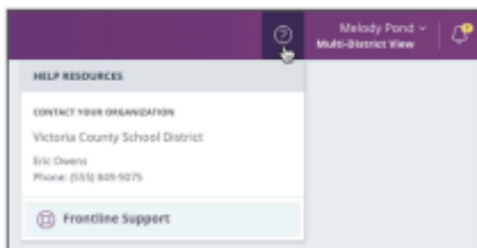
SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the checkbox (or click **Reject** to remove a job from the list).



The screenshot displays the Frontline Education Absence Management interface. At the top, there are three calendar views for April 2018, May 2018, and June 2018. Below the calendars, there are four tabs: **2 Available Jobs** (selected), **1 Scheduled Jobs**, **2 Past Jobs**, and **0 Non Work Days**. The **Available Jobs** tab is active, showing a list of jobs. The first job is for **Barker, Bob** on **Mon, 4/30/2018** from **11:00 AM - 6:00 PM** for a **Full Day** at **Victoria County School District** and **Victoria County Community Schools**. The job status is **Available**. To the right of the job details, there are two buttons: **Reject** (with a red 'X' icon) and **Accept** (with a green checkmark icon).



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.

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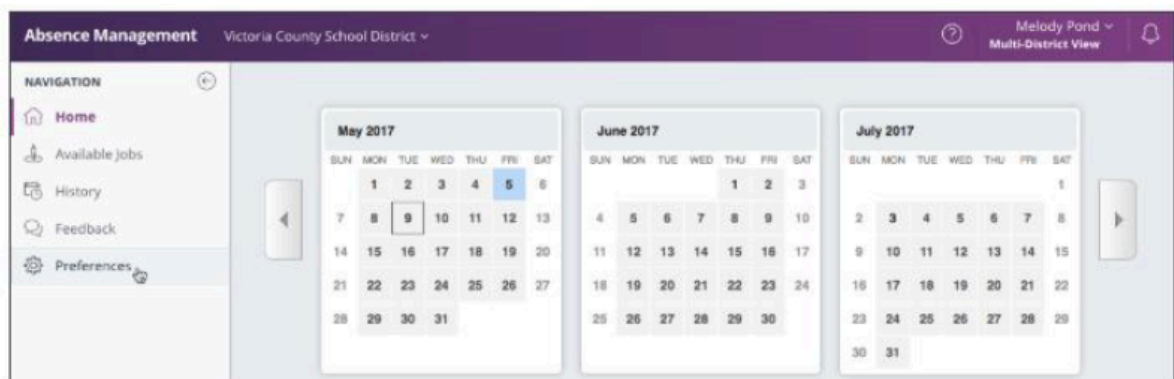
Choosing Your Preferred Schools

Updated - July 30, 2018

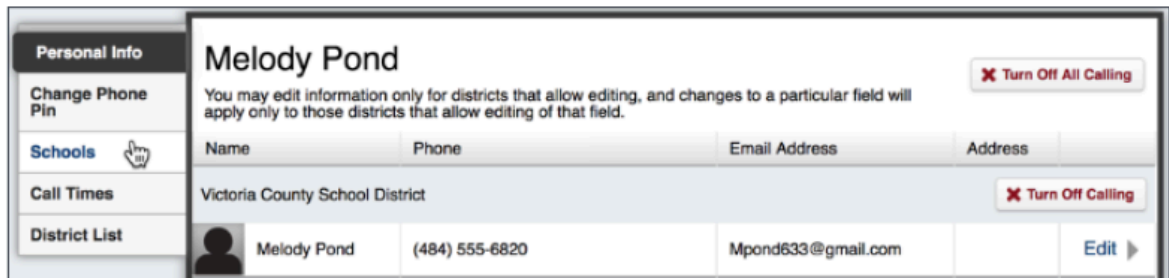
You can create a preference list within your absence management application to identify the locations where you do and do not want to work.

New substitutes will see jobs at all schools by default. You do *not* have to make any changes if you wish to maintain full visibility.

To view the "Preferred Schools" list, click **Preferences** in the side navigation.



Then, locate and select **Schools** in the side bar.



The "Schools" section includes two options at the top of the page. The first option will allow you to select all the locations where you wish to see assignments. The second list indicates the places where you do *not* want to see jobs. Click the radio button to alternate between these two lists.

You can now add or remove the necessary locations.

Click the checkboxes to identify the individual schools that you do or do not want to see (or click the **All** or **None** button to collectively add/remove all the locations in your list).

In the example below, the substitute does not want to see jobs from elementary schools.

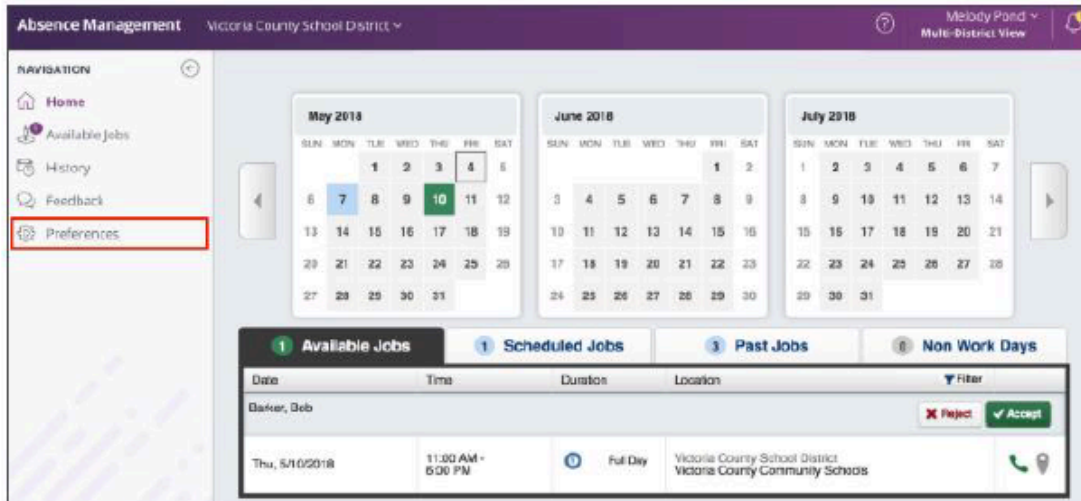
27

Managing Your Personal Info

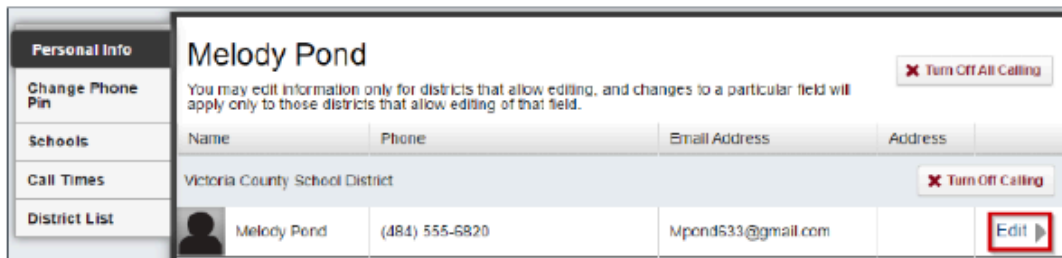
Updated - July 30, 2018

You can reference the "Preferences" option to review your district-related details. These include personal information, PIN management, affiliated schools, call times, and affiliated districts.

You can easily add or update this information by selecting the **Preferences** option in your side navigation.



By default, the system displays the "Personal Info" page, where you can view current profile details. Review the name, phone, email address, and home address sections and click Edit to make any necessary adjustments.



Your permission level determines the information (fields) that you can update. Most districts allow their substitutes to change email address and phone number.

Once you "apply" your changes, absence management confirms that your information has been saved.

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Field Warning Indicators

The yellow triangle with an exclamation point beside any particular field can be informative. By hovering over the indicator as shown in the following image, a tool-tip window displays. In this example, while Melody Pond has access to more than one district, the tool-tip acts as a reminder to let her know that by updating her name, that would only be effective in "Customer Support-Joes Training District".

The screenshot shows a web form titled "Edit Personal Information" with a blue header bar. A tooltip is displayed over the "First Name" and "Last Name" fields, stating: "You can only edit your Name in the following districts: Customer Support-Joes Training District." The form contains the following fields:

Field Label	Value	Warning Icon
First Name	Melody	Yes
Last Name	Pond	Yes
Phone	4845556820	No
Email Address	Mpond633@gmail.com	No
Confirm Email		No
Language	English	No
Street		Yes
Street 2		No
Street 3		No
Street 4		No
City		No
State		No
Zip Code		No

Below the form, there are three buttons: "Cancel", "Apply only to Victoria County School District", and "Apply to All Districts". A note under the Language field states: "Your language preference can be changed in your [Account Settings](#)."

Adding Non-Work Days

Updated - July 26, 2018

If you have days or partial days when you are not able to substitute, you can create "Non-Work Days" so the absence management system will not offer you jobs on those days. Click the Non-Work Days tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.

Date	Time	Reason	
Fri, 4/11/2014	All Day		✕ Remove
Fri, 4/25/2014	All Day		✕ Remove

To create a new Non-Work Day click the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day info.

Add Non-Work Day ✕

Date: 4/1/2014

Repeat: ☐

From: ☒ All Day

to:

Reason:

Cancel Save

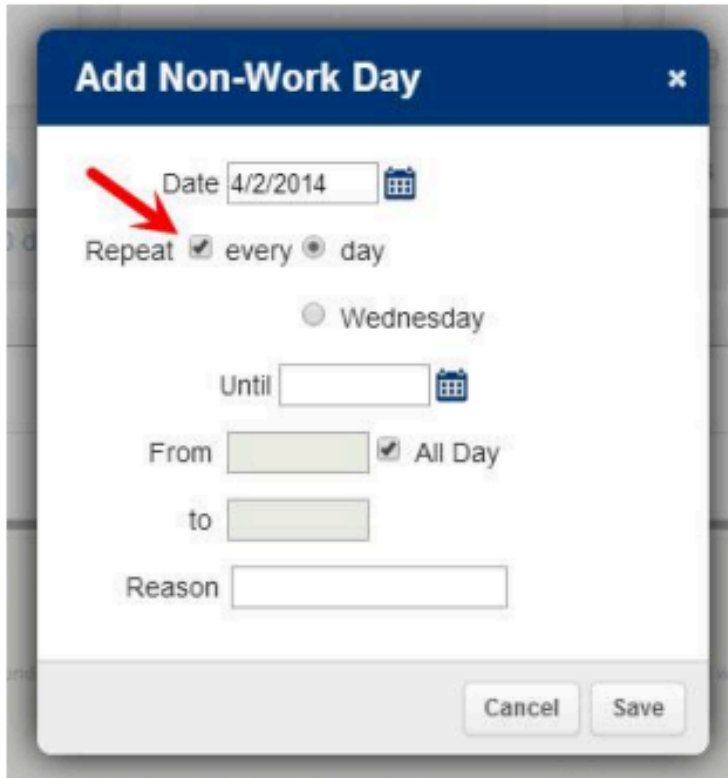
To create a single Non-Work Day...

- **Date** - Type the date into the box or use the calendar icon to select the date.
- **From/to** - Enter the start and end times for when you can't work. You must un-check the "All Day" box to edit the times.
- **Reason** - Enter the reason for your non-work day.


Click the **Save** button when you are ready to save the Non-Work Day.

Repeating Non-Work Days

You can also create a Non-Work Day that will repeat. For example, maybe you can't work on Tuesdays for the entire month. When creating the Non-Work Day, click the check box for "Repeat" (shown below).




Add Non-Work Day ×

Date 

Repeat ☒ every ☐ day

☐ Wednesday

Until 

From ☒ All Day

to

Reason

Cancel Save

Then, mark the circle for Tuesday, put in the end date you want this to repeat until, and click the **Save** button to save the repeating Non-Work Day.

Removing a Non-Work Day

In your "Non-Work Days" tab, you will see a Remove button for any Non-Work Days that are still in the future. Click the **Remove** button for the specific Non-Work Day you want to remove.



The screenshot shows a software interface with four tabs: "Available Jobs" (6), "Scheduled Jobs" (2), "Past Jobs" (6), and "Non Work Days" (2). The "Non Work Days" tab is active. Below the tabs, a message states: "This list shows non-work days for the past 30 days. View more by clicking the History tab". To the right of this message is a button labeled "+ Add Non-Work Day". Below the message is a table with three columns: "Date", "Time", and "Reason". The table contains two rows of data:

Date	Time	Reason
Fri, 4/11/2014	All Day	
Fri, 4/25/2014	All Day	

Each row has a red "X Remove" button to its right. A red arrow points to the "Remove" button for the first row.

You will receive a confirmation pop-up. Click **Remove** to confirm (or if you would like to close the window without removing the Non-Work Day, click Cancel).



Substitute Paid Sick Leave Guide for



Overview

In order to comply with California State Assembly Bill No. 1522, Riverside Unified School District will be utilizing Frontline in order to track the use of granted paid sick leave time for substitutes. Substitutes will accrue paid sick leave according to the specific criteria communicated by that law. This document outlines the specific **three-step process** and instructions on how a substitute will need to enter Paid Sick Leave time that has been accrued **in order to be paid for that time.**

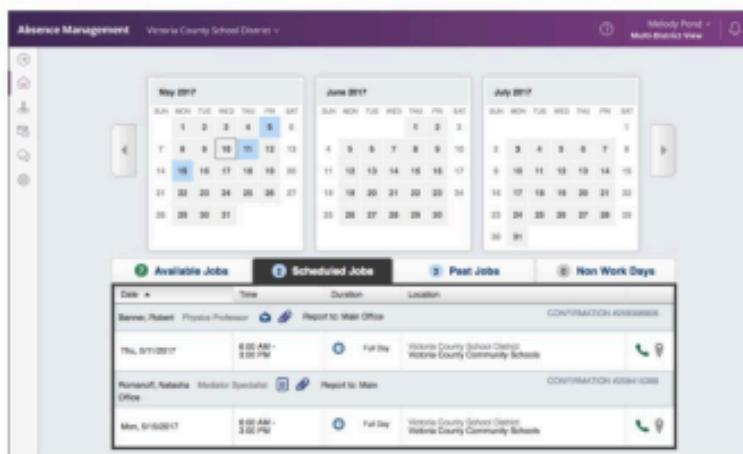
Process

If a substitute has accepted an assignment and would like to use their accrued paid sick leave they must do the following:

1. Write down the Confirmation Number of the absence
2. Cancel the absence in Frontline and choose the cancellation reason from the dropdown menu
3. Create a Non Work Day in Frontline for the corresponding time the absence was scheduled for. The **confirmation number must be recorded along with the phrase *Paid Sick Leave* in the "Reason" box when entering the Non Work Day.** The times of the Non Work Day must also match the exact times that the cancelled absence was scheduled for.
4. You have to cancel the assignment **at least 2 hours before it begins** otherwise the system will not allow you to cancel, and you will **not** be able to utilize your sick leave.
5. If you have a multi-day assignment, the system will not allow you to cancel your assignment, therefore you will have to work the site secretary and they can assist you with entering a paid sick day.

Finding Scheduled Jobs

To view a list of your currently scheduled jobs in absence management, click the **Scheduled Jobs** tab on your home page. The tab will have a number on it indicating how many currently-scheduled jobs you have at this time.



When you click this tab, your scheduled jobs will be listed in the main window. The details of each job will be displayed including the name and title of the employee, the time of the absence, the duration, and the location of the job. Your confirmation number will also be listed here. The phone and map icons can be accessed on this page as well. Look for the job you wish to cancel.

Substitute Paid Sick Leave Guide for



Canceling the Assigned Job

Depending on the permissions given to you in absence management, you may be able to cancel a job after you have accepted it. Not all absences will have the option to cancel. As an example, if a job is too close to its start time, absence management may not allow you to cancel it. If you do have the ability to cancel a job, you will see a red **Cancel** button.

Banner, Robert Physics Professor Report to: Main Office		CONFIRMATION #258396806 Cancel	
Thu, 5/11/2017	6:00 AM - 3:00 PM	Full Day	Victoria County School District Victoria County Community Schools

When you click the Cancel button, you will see a pop-up window asking you if you are sure you want to cancel the absence. Choose a cancellation reason from the dropdown box provided. Then, click **Yes, Cancel Job** to confirm. **Note: Make sure you copy/record the confirmation number here before confirming, in order to record it when you enter your Paid Sick Leave.**

Canceling Job

Are you sure you want to cancel job #189039455?

Choose a Cancellation Reason (optional)

None Selected

None Selected

Other - Non-Paid

Sick - Unpaid Leave

Sick -Paid Leave

No

Yes, Cancel Job

Explanation of Cancellation Reasons

- **Other – Non-Paid** - choose this option if you need to cancel a job for any reason that is **not** due to an illness.
- **Sick – Unpaid Leave** – choose this option if you are sick but **do NOT** have accrued sick time or **do NOT** want to use your accrued time for this absence.
- **Sick – Paid Leave** – choose this option if you **have accrued sick** time and wish to use this time to get paid for the assignment.
- After you have canceled the absence, you will see a pop-up letting you know the absence has been successfully cancelled. Dismiss the pop-up by clicking the "X".

Substitute Paid Sick Leave Guide for



In order to Get Paid for Your Accrued Sick Leave You Must Complete This Final Step

After you cancel your absence and record the confirmation number, you will need to **create a "Non-Work Day"** so Frontline has record of your Paid Sick Leave request.

Click the **Non-Work Days** tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.

Date	Time	Reason	
Fri, 4/11/2014	All Day		X Remove
Fri, 4/25/2014	All Day		X Remove

To create a new Non-Work Day click the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day info.

Add Non-Work Day ×

Date

Repeat ☐

From ☒ All Day

to

Reason

APPENDIX II

How to Take Attendance- TeacherVue



Please enter your login name and password below to access the application.

Login Name

Password

Login

Substitute Teacher Login

Click on this link



Please select the school, teacher and password below to access the application.

School Name

Teacher Name

Password

Login

[Return to Main Login](#)

Then select the school and teacher name you are subbing for. Enter the password as is on the printout.



Adams Elementary Substitute Teacher Slip

Year: 2017-2018

Report: SUB401

08/02/2017

Staff Name Berrios, Jamie M.	Password Save Ranks
---------------------------------	------------------------

Passwords are not case sensitive and may contain spaces

Period	Start	End	Room Name	Section ID	Course ID	Course	Total Students
1				1090-01AHS	109000	Pre-Kindergarten	15
2							
3							
4							
5							
6							

Note: Password is not case sensitive, but if you see a space then you will need to enter a space when entering your password.

Attendance Notification

When you log into TeacherVUE, the system alerts you need to take attendance by highlighting the Attendance button in yellow.



You cannot overwrite attendance taken by the office.

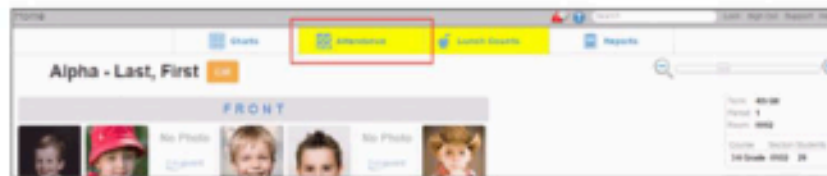
Taking Attendance by Chart

- The Seating Chart for later periods in the day displays a yellow border around the student photo for students who were marked absent or tardy in an earlier period that same day.



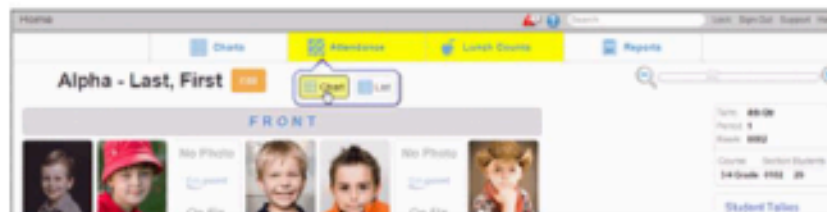
Student Photo in Seating Chart

1. On the TeacherVUE home screen, hover over Attendance. The attendance options display.



TeacherVUE Home Screen

2. Click Chart. The Taking Attendance screen displays.



TeacherVUE Home Screen - Attendance Options

- Click on a student to toggle through attendance reasons. The color-coded and abbreviated reason code displays and the student's name appears under Reason Types.

Taking Attendance

Time: 8:00 AM
Period: 1
Room: 0000

Teacher: Section 000000
14 Grade: 0000 20

Reason Types (Add)

Reason Type	Count	Color
Absent	1	Red
Excused	0	Yellow
Excused	0	Green
Present	11	Green

Reason Types (Add)

- Absent: Aaron, Ian, Bartolomeo, Aaron, Vanerlen, Shirley, Vega Gonzalez, Justin, Wanda, Gerald
- Excused: Jolley, Wayne, Valle, Jane, Flores Ardebe, Wanda
- Excused: (Empty)
- Present: Alexander, Willie (Science Project), Bahena, Joshua (Science Project), Baker, Camex (Science Project)

Taking Attendance Screen - Chart

- Click Save. The TeacherVUE Home screen displays and the Attendance button displays a green checkmark indicating that attendance was taken today.

TeacherVUE Home Screen - Attendance Confirmation

TeacherVUE Home Screen - Attendance Confirmation

IEP at a Glance - Sample

**THIS DOCUMENT WILL NEED TO REMAIN IN THE CLASSROOM AND KEPT IN A
SECURE LOCATION TO MAINTAIN CONFIDENTIALITY**

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Other State-Wide/ District-Wide Assessment(s)	Yes	MAP assessment and gen. ed. core curriculum assessments
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SUPPLEMENTARY AIDS & SERVICES AND OTHER SUPPORTS FOR SCHOOL PERSONNEL, OR FOR STUDENT, OR ON BEHALF OF THE STUDENT

Program Accommodations	Start Date	End Date	Location
Tommy will be provided with the opportunity to access the following accommodations: Flexible setting, preferential seating arrangement, additional time for assignments, use of a graphics organizer and word bank for writing assignments.	11/2/2023	11/2/2022	Everywhere

Program Modifications	Start Date	End Date	Frequency	Duration	Location
Tommy will be provided with opportunities to access the following curricular and instructional modifications: Differentiated instruction of core curriculum to Tommy's independent ability level, reduced length of assignments and homework, additional time and extended deadlines for assignments, use of a multiplication chart for math and science assignments, and the opportunity to resubmit missed problems on assignments and tests for a higher grade.	3/15/2021	3/15/2022	Daily, on days of school attendance	Throughout the instructional period, or all core academic subjects	SDC Classroom, General Education Classroom

Other Supports for School Personnel, or for Student, or on Behalf of Student	To Support	Start Date	End Date	Frequency	Duration	Location
--	------------	------------	----------	-----------	----------	----------

Does the student require assistive technology devices and/or services? ☐ Yes ☒ No

If yes, specify: If YES, and if assistive technology is recommended it should be addressed in the Supplemental Aids and Services section as well as in an IEP goal. VISUAL SUPPORTS are listed here.

"Tommy does not currently require assistive technology devices and/or supports at this time."

Does the student require low incidence services, equipment and/or materials to meet educational goals? ☐ Yes ☒ No

If yes, specify: This applies ONLY to the students with the following eligibility categories: Deaf-Blind, Visually Impaired, Orthopedically Handicapped, Hard of Hearing, and Deaf; and ONLY if it is REQUIRED to meet specific educational needs.

"Tommy is not blind, deaf or orthopedically impaired and does not meet eligibility for low incidence services or materials at this time."

Does student's behavior impede learning of self or others? ☐ Yes ☒ No

(describe) If YES, describe how the behavior impedes learning. Document classroom structure, visual schedules, and any other specific educational environmental support your student needs to foster success.

* If "No" - "Tommy's behavior does not impede learning of self or others at this time."

If yes, specify positive behavior interventions, strategies, and supports:

IF BEHAVIOR DOES IMPEDE LEARNING FOR SELF OR OTHERS, THIS SECTION MUST BE COMPLETED!!! THIS IS A CRITICALLY IMPORTANT SECTION MAKE SURE IT IS REFERENCED AND UPDATED AT EVERY IEP. IF THERE IS ANY DISCUSSION ABOUT IT MUST BE NOTED HERE - EVEN IF THE DECISION IS TO MANAGE THE BEHAVIOR WITH A CLASSROOM MANAGEMENT SYSTEM. THE DISCUSSION SHOULD ADDITIONALLY BE REFLECTED IN THE IEP TEAM COMMENTS SECTION.

Examples include: Positive behavior/ incentive/ reward charts; classroom/ school management system; daily/ weekly notes home; school-wide positive behavior program, etc.

☐ Behavior Goal is part of this IEP

Special Education and Related Services

Service: <u>Specialized Academic Instruction</u>	Start Date: <u>8/4/2023</u>	End Date: <u>4/18/2024</u>
Provider: <u>SELPA</u>	<input type="checkbox"/> Ind <input checked="" type="checkbox"/> Grp <input type="checkbox"/> Sec Transition	
Duration/Freq: <u>360 min x 1</u> Totalling: <u>360 min</u> served <u>Daily</u>	Location: <u>Regular classroom/public day school</u>	
Comments: <u>Colton is on Interim Placement from Lodi Unified.</u>		
Service: <u>Language and speech</u>	Start Date: <u>8/3/2023</u>	End Date: <u>4/18/2024</u>

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Provider: <u>SELPA</u>		<input checked="" type="checkbox"/> Ind <input checked="" type="checkbox"/> Grp <input type="checkbox"/> Sec Transition
Duration/Freq: <u>30</u> min x <u>1</u> Totaling: <u>30</u> min served <u>Monthly</u>		Location: <u>Service provider location</u>
Comments: <u>Colton is an interim placement from Lodi Unified Preschool Center</u>		

Transition Services

Service: <u>Specialized Academic Instruction</u>		Start Date: <u>6/17/2019</u> End Date: <u>7/12/2019</u>
Provider: <u>SELPA</u>		<input type="checkbox"/> Ind <input checked="" type="checkbox"/> Grp <input type="checkbox"/> Sec Transition
Duration/Freq: <u>240</u> min x <u>5</u> Totaling: <u>1200</u> min served <u>Weekly</u>		Location: <u>Separate classroom in public integrated facility</u>
Comments: <u>Extended School Year will be offered, not to exceed 20 days of instruction.</u>		

Notes:

Please adhere to the following law:

Confidentiality- The Law

- The Family Educational Rights and Privacy Act (FERPA) and Parts B and C of the Individuals with Disabilities Education Act (IDEA) protect the confidentiality of student records, including those of students with special education needs. Teachers are considered authorized parties who have access to student records, including IEPs.

APPENDIX IV

25/26 Payroll Schedule			
	Timesheet pay only		
Timesheet Begin Date	Timesheet End Date	TimeSheet Due Date	Timesheet Pay Date
6/21/2025	7/20/2025	7/21/2025	8/8/2025
7/21/2025	8/20/2025	8/21/2025	9/10/2025
8/21/2025	9/20/2025	9/22/2025	10/10/2025
9/21/2025	10/20/2025	10/21/2025	11/10/2025
10/21/2025	**11/17/2025	**11/18/2025	12/10/2025
**11/18/2025	**12/12/2025	**12/15/2025	1/9/2026
**12/13/2025	1/20/2026	1/21/2026	2/10/2026
1/21/2026	2/20/2026	2/23/2026	3/10/2026
2/21/2026	3/20/2026	3/23/2026	4/10/2026
3/21/2026	4/20/2026	4/21/2026	5/8/2026
4/21/2026	5/20/2026	5/21/2026	6/10/2026
5/21/2026	6/20/2026	6/22/2026	7/10/2026
** Adjustment to payperiod dates due to holidays**			