

Effective November 4, 2010



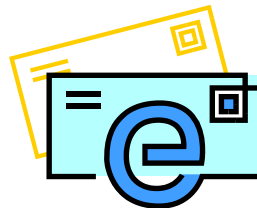
# SUBLINE



# 523-1777

**When making a request for a substitute include:**

- Full name
- School
- Position
- Leave type
  - Annual
  - Personal
  - Sick
  - Activity
  - Professional (with code)
- Dates and times you need a sub
- Whether or not you have outside duties
- Any specific requests



**subline@jsd.k12.ak.us**