



TO: Paraprofessionals
FROM: Student Support Services
RE: Paraprofessional Absence Protocol

Paraprofessional requirements for reporting their absence:

1. Report your absence to Student Support Services by 7:30 a.m. (525-3060) and leave the following information:
 - a. **First and Last Name** – if leaving a message, please speak slowly and clearly; please leave the spelling of your name.
 - b. **School** – name of the school where you work.
 - c. **Substitute** – please indicate if a substitute is needed (every effort will be made to secure a substitute for your absence).
 - d. **Full or Half Day** – if taking a half-day, indicate a.m. or p.m.?
 - e. **Start/End Time** – indicate your full or half-day work hours.
 - f. **Days Absent** – indicate date(s) you will be absent; if absent multiple days, please leave those dates so you won't have to call back each day.
 - g. **Reason for Absence** – sick, personal, bereavement
 - h. **Classroom or 1:1 Attendant** – please specify.
 - i. Classroom - leave your room number and teacher's name.
 - ii. 1:1 – leave the student's name.
 - i. **Additional Information** – leave any information we can pass along to the substitute to help make their day go smoothly (i.e. location of sub plans, assigned parking number, lunch/break information, etc.)
2. Report absence to your school.
3. Enter your absence in Absence Manager on the District Intranet.

If you do not need a substitute, you are still required to call Student Support Services, your school office, and enter your absence into Absence Manager.

If you have payroll or attendance questions, please contact the Payroll Department at 525-3003.

***SEIU #15 Contract, Article IV, 4.1, H:** Except in an emergency, Special Education Attendants unable to work must notify his/her employer not later than one (1) hour before the beginning of his/her shift. In addition, Special Education Attendants must call Student Support Services to request a sub. Employees shall be given a telephone number to reach the proper individual for notification. Special Education Attendants should give 24-hour notice for sub cancellation when possible. If cancellation is for Monday, cancellation should be on the previous Friday.*