



Hello,

My name is Lou Ann Braun, and I would like to welcome you to the 2017/2018 school year. I am a secretary with Student Support Services and will be assigning substitutes and reporting absences for the Special Ed. Attendants.

**Please follow the guidelines below whenever you will be absent.**

You must call 525-3060 by 7:30 am each day you will be absent and leave all of the following information:

1. Your first and last name. Please spell your first and last name.
2. The name of the school where you work.
3. Your work hours. If you are absent a half-day, make sure you leave those working hours.
4. Let me know if you are a classroom attendant or a 1:1. If you are a classroom attendant, leave your room number and teacher's name. If you are a 1:1, please leave the name of the student.
5. Leave the reason for your absence: sick, personal, and bereavement
6. Leave any additional information to help your sub have a successful day, such as parking instructions, lunch and break times.
7. Call your school to let them know you will be absent.
8. Enter your absence on the Absence Manager screen on the District intranet.
9. Please speak **slowly** and **clearly**. Information that is familiar to you is very unfamiliar to me.
10. If you know you will be absent in advance, please dial #31301 or call 525-3060 to leave your information in my voice mailbox.

You are always missed when you are absent, but by following these guidelines, the student(s), teacher, school, and Student Support Services will function as best it can.