

**CATEGORY II REQUEST FORM
CERTIFIED SUBSTITUTE TEACHER**

Revised 01/17

Important Notes for School Administration & Substitute:

All requests for Category II Substitutes must be pre-approved by the Division of Human Resources prior to the first day worked. Do not commit to pay the higher rate of pay until approved by Human Resources.

Category II Substitute must have a current Alabama Teaching Certificate in the field of the assignment. Substitutes must present School Administration with a Professional Substitute Card.

Substitute must serve for the same teacher for more than 20 consecutive days before Category pay begins. Pay will be retroactive to the first day worked and will be paid on the regular payday for the attendance period in which the 21st day is met.

Name of School: _____

Name of Category II Substitute Teacher: _____

Employee Number: _____ Date Assignment begins: _____

Information on Teacher the Substitute is replacing

Name: _____ Assignment: _____
(Sub must be certified in the field and grade level of the assignment)

Reason for absence: _____ Request for Leave on file: _____

Last day worked: _____ Anticipated return: _____
(Sub should not teach in this position for longer than one semester)

Principal's Signature

Date

To be completed by the Division of Human Resources

_____ Valid Alabama Teacher Certificate _____ Area of Certificate

_____ Background Check Reviewed _____ SLB Notified

_____ Active Professional Sub Card _____ PA Notified

Personnel Administrator

Date Approved

Date Authorization to Payroll: _____ **Attn:** _____

Pay \$120.00 per day retro to: _____

- Notified school
- Verified sub worked 20 consecutive days
- Absent-Use date of: _____

Denied/Reason: _____ Personnel Administration: _____