Missing Class –
Steps for Getting a Sub

YOU ARE RESPONSIBLE FOR SECURING YOUR OWN SUBSTITUTE.

Possible substitutes

- Studio instructors.
- Someone from the approved sub list.
- Anyone not on either of the above lists needs approval from Carla / Shana / Sarah.

When requesting a sub, please include all pertinent information in your request.

- Campus Location
- Day & Time
- Class Name
    - Optional but helpful – Age of Students & Class Size

Once you have confirmed a sub

- Fill out this easy form – https://forms.gle/AXDc6E7RPkauQKtNA
    - The form will notify pertinent staff
        - Dance - Emily, Jessica, Carla
        - Drama - Emily, Jessica, Carla, Shana
        - Fine Arts - Emily, Jessica, Sarah
        - Front Desk - Emily, Heather

IF YOU HAVE TRIED EVERY AVENUE AND NOT SECURED A SUB, CONTACT CARLA (+SHANA FOR DRAMA) OR SARAH FOR FINE ARTS.