

STONINGTON PUBLIC  
SCHOOLS  
BUSINESS OFFICE

MEMO: All School Principals, Teachers, Secretaries  
FROM: Bill King, Operations Manager  
RE: Substitute Teachers  
DATE: August 23, 2010

The following are the procedures to be followed in the event a teacher must be absent from school.

**SICK DAYS**

When a teacher knows he/she is going to be absent, he/she is to call the Subfinder line (877-395-4988) or login to the Subfinder system at <https://stonington.subfinderonline.com> by 6:30am. The **only exception** to this 6:30am deadline is for a real last minute emergency need for a substitute. In this case, the school secretary needs to receive a request to launch a job session to find the substitute. NOTE: It is the responsibility of the teacher to either enter an absence or notify a secretary for an emergency absence. The secretaries should not receive requests to enter absences on a regular basis.

If a teacher knows well in advance (at least 2 school days) that he/she will be out, an approved absence can be entered into the Subfinder system via phone or using the on-line tool at <https://stonington.subfinderonline.com>.

**PERSONAL DAYS**

A personal day request form (attached) is to be filled out and turned into the Business Office for the Superintendent's approval (a separate letter is not required). Please check with your principal **prior** to submitting a request. Once approval is granted, the **teacher** must advise the school secretary **and** enter the absence via the phone or on-line method. It is the responsibility of the **teacher** to cancel the absence and inform the school secretary if the personal day is cancelled.

**PROFESSIONAL DAYS**

If a teacher is granted a professional day, he/she must also call the Subfinder number to log the absence, **even if a sub is not required.** (Be sure to remind the school secretary that you will be out.)

Thank you for your cooperation in this matter.