

Flow Chart

Must enter your absence prior to 9 a.m. on a school day (even if you call/text)

TYPE OF LEAVE	WHAT TO DO
SICK DAY	Enter the absence in ReadySub.
FAMILY SICK	Enter the absence in ReadySub.
BEREAVEMENT	Complete a (half-page triplicate) Leave Request Form. Enter the absence in ReadySub.
CHAPERONE	Fill out appropriate building paperwork. Enter the absence in ReadySub.
JURY DUTY	Scan your Jury Summons. Enter the absence in ReadySub . Upload your Jury Summons in ReadySub.
PERSONAL DAY Unless it is an emergency request, at least three (3) working days' notice is expected.	Enter request in Employee Self-Serve (ESS). When approved in ESS then Enter the absence in ReadySub.
PROFESSIONAL DAY	Submit your pink Workshop/Conference Request form with back-up to Principal. Enter the absence in ReadySub.

IMPORTANT

- If you are not in your assigned POSITION (Teaching or EA) FOR ANY REASON then it must be documented in ReadySub
- Indicate Sub/No Sub
- Confirm half-day OR Full-day
- Explain any extenuating circumstances in "Admin notes"
- If your plans change, BE SURE TO UPDATE ReadySub
- Forget your password?
Do not call anyone simply hit "Reset Password" in ReadySub and a link will be sent to your school email address

Log-in information for ReadySub is sent through your school email. Look for a "Welcome to ReadySub" in the subject line of the email and save the link.