

# HOLLYWOOD HIGH SCHOOL

DATE:

(Today's Date)

TO: HHS STAFF – Payroll and Substitute Assignment

FROM: Tadeo Climaco/Rey Abuyuan

RE: REQUEST FOR SUBSTITUTE **(24 hrs. notice required unless it's an emergency)**

Teacher:  Room No.:  Employee No.:

All Day:  Period Coverage:  Period(s):  Date:

Reason:  Fund Source:

(For Non-Illness)

**Administrator's approval** \_\_\_\_\_

Administrator's Signature

**>Please return to Room 408<**

TC/rma