



## HOW TO SCHEDULE A SUBSTITUTE TEACHER

The following information explains what to do when your district needs a sub. Once a sub has been requested, our call center will fill that request as quickly as possible.

1. Call 1-800-641-0140 or email [greenland@subteachusa.com](mailto:greenland@subteachusa.com)
2. Give call center employee the following information:
  - Name of Caller
  - School District and Building
  - Teacher's First and Last name
  - Date of absence
  - Length of absence (whole day, half am, half pm)
  - Reason for absence (sick, personal, etc.)
  - Any duties or special instructions for the substitute
  - Substitute requested (if any)
3. The live call center is open from 6:00 am to 4:00 pm. If you call before or after this time you can leave a message. When leaving a message, please leave all of the above listed information. Be sure to **spell the last name** and **be specific on the date** when you need the sub.

# 1-800-641-0140

**NOTE:** *School administrators have access to our system online. This allows viewing of your daily report. If you have questions, please call 1-800-641-0140.*