

SUBSTITUTE (Guest Teacher) Shortage Form

Today's Date: _____

Your Name: _____

School: _____

Date subs Requested: _____

Number of Guest Teachers requested: _____

Number of Guest teachers supplied: _____

Email this form to: ea@ataloc55.ab.ca

Please complete and send this form to the EA, Mike McFarland at the ATA Local 55 Office each time there is a shortage of substitutes (Guest teachers) at your school. This will help us track necessary information with regards to the substitute situation.