

I need a sub, but I am still working for RE-5J School District

I am coaching, going on a field trip, or attending an activity for students

I am attending a professional development activity

I am a SPED teacher and doing IEP related work

I am assessing students or some other task approved by the building principal

Teacher logs into **AESOP** and selects either RE-5J Athletics, RE-5J Activities or RE-5J Field Trip

Teacher logs into **My Learning Plan**

Teacher logs into **AESOP** and selects SPED IEP

Teacher makes contact with the office about the need

It is a district activity

I am doing this on my own

Teacher signs up for event in the District Catalog

Teacher makes request using Out of Dist/Conf/Works

Office creates a vacancy (this is done by the campus user; it is counted as a rover)