

SOUTH EAST HIGH SCHOOL
SUMMER TERM 2017

School Administrative Assistant Reminders:

Reporting an Absence/Requesting Substitute

1. To report an absence call or log on to the substitute teacher request system **SmartFindExpress**:
 - a) Phone (877) 528-7378
 - b) Online <https://lausd.eschoolsolutions.com/>
2. In addition to making a request on SmartFindExpress please notify the Main Office of your absence at 323-568-3400.
3. Only **approved** Summer Term substitutes can accept job assignments. DO NOT make special arrangements for a colleague or other regular substitute teacher to take an assignment.
4. There are no certificated teachers available to cover classes during summer term, please do not schedule any appointments during your summer assignment hours.

Time Cards

1. Sign in/Out on a daily basis
2. Sign Time Card at the end of the month

Illness Certification Forms

1. Complete an Illness Certification Form upon your return from an absence and submit to Ms. Plascencia, School Administrative Assistant, in the Main Office.
2. Your absence will be charged to your current benefited hours.

Summer Term E-Mail and Mailbox

1. Check your district E-mail at least once a day.
2. Prior to going to your classroom, check the contents of your mailbox located in the mail room.