

Iowa-Missouri Conference Office of Education



Substitute Teacher Report Form – Due in office within 10 days of absence. One form for each period of absence from the classroom must be submitted to the Education Office.

Teacher Name: _____ Date Submitted _____

Date(s) absent from classroom: _____

Reason for absence

- Sick (10 days per year.)
- Personal (2 days per year. Must be taken in full day increments and have prior approval from the principal. Cannot be taken directly proceeding or following a holiday or break.)
- Professional/Conference (Must have prior approval by the superintendent.)
- Report Only (All absences must be reported even if a substitute isn't used.)

To be completed by the principal:

Substitute teacher's name: _____

Substitute teacher's address: _____

Bachelor's degree or higher: Full day \$110.00

Half day \$ 55.00

Associate's degree or less: Full day \$ 88.00

Half day \$ 44.00

Principal's Signature: _____ Date Received: _____

Superintendent's approval: _____ Date Received: _____

Substitute Teacher Policy

A list of available substitute teachers will be prepared by the principal and submitted to the local school board for approval at the beginning of a new school year. Substitute teachers will need to complete the necessary employment paperwork with the Iowa-Missouri Conference. All substitute teachers are required to complete Sterling Volunteers training and background check. Employee paperwork and background check must be completed prior to any substitute teaching. Individuals employed as substitutes must be Seventh-day Adventist church members. Substitute teachers will be paid through the Conference on the 30th of each month.