

Long Term Substitute Procedure

To qualify for the **Highly Qualified long term substitute** rate, proper documentation must be provided to the Payroll Department before the payroll ending date of the month.

Daily Rate of Pay for long term substitutes

- Individuals in long-term assignments will be paid \$100.00 per day after the 20th day.
- Individuals in long-term assignments, who are certified **and** hold a Highly Qualified letter in the area being taught, will be paid \$170.00 per day after the 20th day (**Highly Qualified long term substitutes**).

The substitute is responsible for providing the proper documentation to the payroll department.

Proper documentation includes: (1) a valid Alabama State Teaching Certificate that shows that the certification matches the subject in which they are substituting; (2) a copy of the letter that states that the Alabama State Department of Education has approved the substitute's Highly Qualified Status for the subject in which they are substituting. (SEE ATTACHED EXAMPLES)

Substitute Name _____

Teacher's Name _____

Assigned Teaching Field _____

Please attach copy of Substitute's Teaching Certificate and the Highly Qualified letter from the State Department

I have read the above procedure and understand that I must be CERTIFIED AND HAVE A HIGHLY QUALIFIED LETTER FROM THE STATE DEPARTMENT OF EDUCATION in the assigned teaching field to be eligible for the Highly Qualified long-term substitute rate.

Signature of substitute

Date

For Central Office Use only

Eligible for Highly Qualified long-term substitute pay _____

Ineligible _____ Reason _____

Signature

Position

Date