

Permanent Substitutes

Information and overview of the Permanent Substitutes site

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Requesting a Substitute

Requesting a Substitute

- 1. Log in to the Permanent Substitute Site (<https://subs.princetonisd.net>)
- 2. Navigate to the Request Sub page (Found in the sidebar)
- 3. Select a campus and teacher/staff member to request a substitute for.
- 4. Select a duration for their substitution (Morning, Afternoon, Full Day)
- 5. Request the sub

Substitute requests are on a "first come first serve" basis, after requesting a sub, if one is available, it will populate in the table with an "Active" status. if there are no available substitutes, the status will be "Pending"

Substitute Requests can be canceled on the right hand side by pressing the small trash can icon. Substitutes are allocated on a Secondary and Primary basis, so if your request is pending, all of the substitutes are currently assigned to other campuses in that group of available subs. All requests and cancelations are tracked.

Some options are based on user permissions, so if an option does not appear to you, you may not have permission to make those changes.

Request a Sub

TODAY 2/11/2025

Campus

Clark Middle School

Sub For

Duration

Morning (7:00 AM - 11:00 AM)

Cancel

Request

Requests

Search...

Columns

History

Campus	Date	Substitute	Subbing For	Substitute Email	Assigned Time	Status	Actions
Clark Middle School	02/11/2025				Full Day	Active	
Lowe Elementary	02/11/2025				Full Day	Active	
Godwin Elementary	02/11/2025				Full Day	Active	
Lowe Elementary	02/11/2025				Full Day	Active	
Lovelady HS	02/11/2025				Full Day	Active	
Mayfield Elementary	02/11/2025				Full Day	Pending	
Clark Middle School	02/11/2025				Full Day	Active	
Southard Middle School	02/11/2025				Full Day	Pending	
PHS	02/11/2025				Full Day	Pending	
Lovelady HS	02/11/2025				Full Day	Pending	
James Elementary	02/11/2025				Full Day	Pending	
Harper Elementary	02/11/2025				Full Day	Pending	
Green Elementary	02/11/2025				Full Day	Pending	

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My Assignments

Viewing My Assignments

1. Log in to the Permanent Substitute site. (<https://subs.princetonisd.net>)
2. Navigate to My Assignments (if available) in the sidebar.

Overview

The my assignments page allows Permanent Substitutes to view their current and upcoming assignments to a campus as a substitute.

Unavailability

In addition, permanent substitutes are able to set dates as being unavailable, as well as see their past, present, and future unavailability.

Canceling Unavailability

Unavailable dates are able to be canceled as long as they are in the future using the small trash can icon to the right of the Unavailable date.

My Assignments

History

You have no current assignments. Please report to Technology.

My Unavaililty

History

02/19/2025

Set Unavailable

Start Date

02/11/2025

End Date

02/11/2025

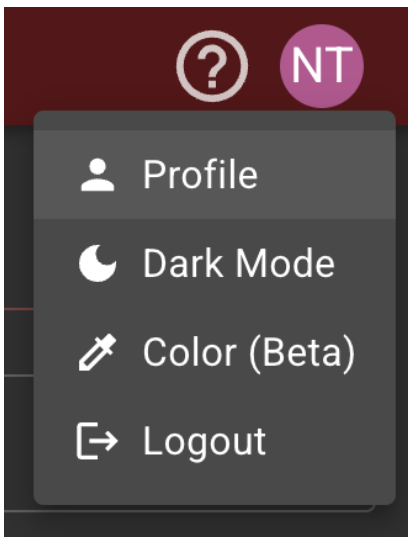
Cancel

Submit

Updating Profile Information and Changing Notification Settings

Updating Your Profile

1. Log in to the Permanent Substitute Site (<https://subs.princetonisd.net>)
2. Click on your profile on the top right.



1. In the dropdown, select "Profile"
2. This will open up a window to add a phone number and your carrier to provide text notifications for new assignments or assignment changes.

Please note that some mobile carriers are not supported in our system, you will still receive email notifications regardless if your carrier is not supported.

User Profile



Username

Email

First Name

Last Name

Phone Number

Carrier

T-Mobile ▼

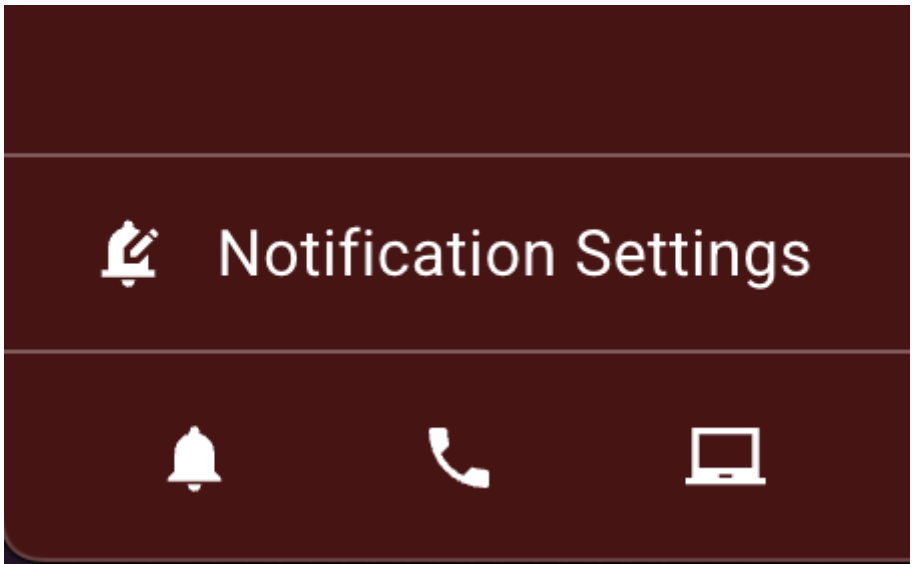
Cancel

Save

Changing Notification Settings

Notification settings may not be available to every user, this is based on the users permissions, and in most cases, applies only to admin or manager roles of campuses.

1. Log in to the Permanent Substitute Site (<https://subs.princetonisd.net>)
2. In the sidebar, click Notification Settings



1. This will open a window for notification settings, allowing you to be included in email notifications on updates to substitute and assignment changes for the given campus.

Notification Settings

You will receive notifications for checked campuses:

☐ Technology

Cancel

Save

Admin Page





























































Finding and Setting Sub Status

This Page is only accessible to users with the correct admin/management permissions. If the Admin Page is not found in the sidebar, you do not have permission to view or make changes on this page.




This section is for setting New Hires as Permanent Substitutes. This is required for all new staff hired to be a Permanent substitute. It allows for the new hire to:

1. Correctly be assigned to campuses when a Substitute Request is made.
2. Log in to view their assignments.
3. Set Dates as Unavailable.
4. Update their profile information.





1. Log in to the Permanent Substitute Site (<https://subs.princetonisd.net>)
2. Navigate to the Admin page (Found in the sidebar)
3. The admin page will default to the Substitutes view, allowing you to search for the new hire in the search bar.

Substitutes						
Search...						
Columns Substitutes Campuses Pools						
Name	Email	Is a Sub ↓	Pool	Assigned Today	Absent Today	Actions
		● Sub	Secondary	● Assigned		  
		● Sub	Elementary	● Assigned		  
		● Sub	Elementary	● Assigned		  
		● Sub	Secondary	● Assigned		  
		● Sub	Secondary	● Assigned		  
		● Sub	Dev			  
		● Sub	Elementary	● Assigned		  
		● Sub	Secondary		● Absent	  
						  
						  
						  
						  
						  
						  
						  
						  
						  
						  
						  
						  

1. Once on this page, search for a user/new user by name:

Substitutes						
			Q biff		Columns	
		Substitutes		Campuses		Pools
Name	Email	Is a Sub ↓	Pool	Assigned Today	Absent Today	Actions
Tannen, Biff	btannen@princetonisd.net					  

1. Click the "Edit" icon to the right, under the Actions Column (Pencil Icon)
2. By setting a user to a pool, either Secondary or Elementary, their status will be changed and updated to "Is a Sub" by default.

Tannen, Biff	btannen@princetonisd.net	None	   
		None	
		Secondary	
		Elementary	

1. Finish by clicking the "Save" icon to the right, under the Actions Column (Floppy Disk Icon)
2. They will be immediately set to be a sub in the pool of subs for that selected group, and can be assigned to a pending request, or any future request.

Tannen, Biff	btannen@princetonisd.net	● Sub	Dev	  
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Viewing/Setting a Subs Unavailable Dates

1. Log in to the Permanent Substitute Site (<https://subs.princetonisd.net>)
2. Navigate to the Admin page (Found in the sidebar)
3. The admin page will default to the Substitutes view, allowing you to search for the new hire in the search bar.

To View a Subs Current/Upcoming Unavailable Dates

1. Click the Yellow Calendar Icon to the right, under the Actions Column (Yellow Calendar Icon).
2. This will open a menu showing the Subs history of unavailability, as well as current and upcoming details.

Tannen, Biff

btannen@princetonisd.net

Sub

Dev

Biff's Availability Details

History

Search...

Columns

ID	Start Date	End Date	Created Date ↓
158	02/11/2025	02/11/2025	2025-02-11 10:44:52
92	12/02/2024	12/02/2024	2024-12-02 09:46:51
34	09/25/2024	09/25/2024	2024-09-25 12:24:31

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To Set Unavailability of a Sub Manually

1. Click the Blue Calendar Icon to the right, under the Actions Column (Blue Calendar Icon).

2. This will open a menu allowing you to pick a range of dates to set as Unavailable for the currently selected sub.

Tannen, Biff

btannen@princetonisd.net

Sub

Dev

Update Biff's Availability

Set Unavailable

Start Date

02/11/2025

End Date

02/11/2025

Cancel

Submit

Additional Information

1. Subs will be marked as sub until they are edited to have "None" as their pool selection.

2. Subs will be marked as absent when their unavailable dates set then as absent for the current day.

3. Subs will be marked as assigned if they already have an assignment to a campus for today.

● Absent

● Assigned

● Absent

