

# 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)

CancelRequest

Requests

Search...

ColumnsHistory

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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