

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.

The screenshot displays the 'Request a Sub' application interface. On the left, a sidebar titled 'Request a Sub' includes a date selector for 'TODAY 2/11/2025', a 'Campus' dropdown menu set to 'Clark Middle School', a 'Sub For' dropdown menu, and a 'Duration' dropdown menu set to 'Morning (7:00 AM - 11:00 AM)'. Below these are 'Cancel' and 'Request' buttons. The main area, titled 'Requests', features a search bar and 'Columns' and 'History' buttons. It contains a table with the following columns: Campus, Date, Substitute, Subbing For, Substitute Email, Assigned Time, Status, and Actions. The table lists 15 requests for the date 02/11/2025, with statuses ranging from 'Active' to 'Pending'. At the bottom right, there is a pagination control showing 'Rows per page: 100' and '1-13 of 13'.

| 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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