

HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, Maryland 21042

Circular No. 38
Series 2014-2015

October 27, 2014

CHIEF OF STAFF

December Substitute Usage

TO: All Staff
FROM: Susan C. Mascaro
Chief of Staff

Providing substitute coverage for teachers in December continues to be a challenge. It is our goal to ensure substitute coverage during this peak usage time. Therefore, professional development activities requiring substitutes should not be scheduled during the month of December. As in past years, only absences for the reasons listed below will be available in SmartFind Express.

Absence Codes

1001 - 1002
1042 - 1057
1020
1070
1080
1170

Absence Reasons

Illness
Bereavement
Personal Business
Jury Duty / Subpeona
Military Leave
Article XIII

Thank you for your attention to this matter. If you have any questions, please contact Suzanne Zilber, Manager of Support and Temporary Services.

SCM/sz