Region 8 ESC Substitute Service
Priority / Preferred Lists Form
Email to subservice@r8esc.k12.in.us

Administrator: _____ Phone No. _____

School _____

Date _____

Priority List #: Use Classification Code Numbers to define a Priority List for a particular subject area at your school (ie: # 54 = Social Studies)

Preferred List # 99: Defines the order of subs to call first for your School. – *Indicate level*

***Level*:** Defines order for calling substitutes. Schools may use levels 1,2,3,4, etc, with level '1' being the first called individual or group and on down the list. Or list all as '1's so any of the group called first but randomly.

List #	Substitute's Name	Level