

**CATEGORY II REQUEST FORM  
CERTIFIED SUBSTITUTE TEACHER**

Revised 09/2022

**Important Notes for School Administration & Substitute:**

All requests for Category II Substitutes must be pre-approved by the Division of Human Resources prior to the first day worked. Do not commit to pay the higher rate of pay until approved by Human Resources.

Category II Substitute must have a current Alabama Teaching Certificate in the field of the assignment. Substitutes must present School Administration with a Professional Substitute Card.

Substitute must serve for the same teacher for more than 20 consecutive days before Category pay begins. Pay will be retroactive to the first day worked and will be paid on the regular payday for the attendance period in which the 21<sup>st</sup> day is met.

Name of School: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Name of Category II Substitute Teacher: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Date Assignment begins: \_\_\_\_\_

**Information on Teacher the Substitute is replacing**

Name: \_\_\_\_\_ Assignment: \_\_\_\_\_  
(Sub must be certified in the field and grade level of the assignment)

Employee Number: \_\_\_\_\_

Reason for absence: \_\_\_\_\_ Request for Leave on file: \_\_\_\_\_

Last day worked: \_\_\_\_\_ Anticipated return: \_\_\_\_\_  
(Sub should not teach in this position for longer than one semester)

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Date**

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**To be completed by the Division of Human Resources**

\_\_\_\_\_ Valid Alabama Teacher Certificate \_\_\_\_\_ Area of Certificate

\_\_\_\_\_ Background Check Reviewed \_\_\_\_\_ SLB Notified

\_\_\_\_\_ Active Professional Sub Card \_\_\_\_\_ PA Notified

\_\_\_\_\_  
**Personnel Administrator**

\_\_\_\_\_  
**Date Approved**

**Date Authorization to Payroll: \_\_\_\_\_ Attn: \_\_\_\_\_**

**Pay \$260.00 per day retro to: \_\_\_\_\_**

- Notified school
- Verified sub worked 20 consecutive days
- Absent-Use date of: \_\_\_\_\_

Denied/Reason: \_\_\_\_\_ Personnel Administrator: \_\_\_\_\_