



**Conejo Valley Unified School District**  
**Human Resources Office**  
**SUBSTITUTE REQUEST FORM**

**Please avoid scheduling  
 Monday and Fridays.  
 These days will not be approved.**

**Please email this form to the attention of: Maria Torres, [mariatorres@conejousd.org](mailto:mariatorres@conejousd.org) AT LEAST 10 WORKING DAYS prior to the requested date.**  
 This form is to be used for any conferences, roving subs, meeting coverage, etc., where more than 3 subs will be used at the school site. It is **NOT** to be used for illness or personal necessity coverage. Once approved, a signed copy will be faxed to the site. Teachers will be responsible for creating their own absences. **Failure to complete and submit this form 10 days prior to the requested date may result in release subs being pulled to cover illness and personal necessity absences.**

School Site \_\_\_\_\_ Date \_\_\_\_\_ Requesting Administrator \_\_\_\_\_

I am requesting additional substitutes for the following reason(s) (**do not use for PN or Illness**) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOR HUMAN RESOURCES USE ONLY**

Teacher Name or Rover Sub	Sub Request Date	Time or Periods	Funding Source	Filled	Unfilled	Substitute Name

Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR HUMAN RESOURCES USE ONLY**

Reason(s) \_\_\_ Approved \_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
 Shauna Ashmore, Assistant Superintendent, Human Resources

\_\_\_\_\_  
 Date

Copies: Site and Human Resources