

**INTER-OFFICE CORRESPONDENCE**  
Human Resources Division, Los Angeles Unified School District

<b>FOR OFFICIAL USE</b> <b>ECM</b> <b>(date &amp; initial)</b>  Specialist _____ TAS: _____ HRS: _____
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TO:                   Certificated Placement Unit, Beaudry Bldg., 15<sup>th</sup> Floor

FROM:               \_\_\_\_\_, Principal of \_\_\_\_\_

                          Location Code \_\_\_\_\_ Local District \_\_\_\_\_ Date \_\_\_\_\_

SUBJECT:   REQUEST FOR ELECTION TO THE CLASS OF EXTENDED DAY-TO-DAY SUBSTITUTE  
(LAUSD/UTLA Agreement, Article XIX “Substitute Employees”)

Any day-to-day substitute who serves for 21 consecutive working days or more in the same position shall be classified as a **Day-To-Day Substitute, Extended** employee and shall be paid the Incentive Plan substitute daily rate retroactive to the beginning date of the assignment. A **Day-to-Day Substitute, Extended** employee must have the proper credential authorization for the position in which he/she is serving. Further, a substitute teacher who is assigned for ten consecutive days to an unfilled position in which the substitute teacher **opens a class at the beginning of the school year** shall be paid at **Day-to-Day Substitute, Extended** rate.

WHEN REQUESTING AN EXTENDED ASSIGNMENT OF LONGER THAN **30 CLASSROOM DAYS**, PLEASE CONTACT YOUR PERSONNEL SPECIALIST TO VERIFY THE CREDENTIAL STATUS OF THE SUBSTITUTE. (STATE ED CODE PROHIBITS AN EMERGENCY DAY-TO-DAY SUB FROM FILLING AN ASSIGNMENT FOR LONGER THAN 30 DAYS IN A SCHOOL YEAR.)

Ed. Code § 56061 stipulates that day-to-day substitutes may not be assigned continuously for more than **twenty (20) cumulative days in any special education classroom** unless certification requirements have been met. Under the court-ordered Chanda Smith Consent Decree, the District is mandated to ensure that special education classrooms and special education substitutes are in compliance.

Name of Substitute Teacher	Employee Number	Start Date of Ext. Assignment	End Date of Ext. Assignment	Position Control Data		
				Absent Teacher's Name	Trk	Grade (elem.) or Subject
				Absent Teacher's Emp. #		
				Position Control Number		
1						
2						
3						

**For Specialist Use**

Comments:  
Line \_\_\_\_\_

Comments:  
Line \_\_\_\_\_

Comments:  
Line \_\_\_\_\_

**Note: Every substitute must be requested through the “SubFinder” system and be issued an assignment “job number.”**

**For TAS / HRS Use**

1	
2	
3	

Principal's Signature \_\_\_\_\_ Date: \_\_\_\_\_