



SCHOOL ABSENCE PROCEDURES

We hope you won't be absent, but if you will be, please follow these procedures:

You must make **2 Phone Calls** as soon as you know you will be absent

The first call is to Steve Westemeier, BCRC sub coordinator, at 415-999-7550. Leave your name, school, pupil's name, teacher's name, and hours.

The second call is to the BCRC number at 415-444-5190 (x 206) or 707-664-9686 (x 206). Record your message, including name, date that you are absent, school, and pupil's name, etc.

*if possible, a call to the school is also appreciated

Important Information for the sub:

- ❖ Your name
- ❖ Your position (i.e. 1:1 assistant)
- ❖ Your school site, classroom, and teacher's name
- ❖ Date you need the sub
- ❖ Student's first name
- ❖ Start and end time
- ❖ Type of class – full inclusion, etc.
- ❖ Any important details such as lifting, toileting, significant behavioral challenges, special plans on the schedule, if any, etc.
- ❖ Your phone number.

MESSAGE EXAMPLE: “My name is John Jones. I'm calling to arrange for a one-to-one sub at Elm School in Mill Valley, Room 13, Jane Smith's class, tomorrow, Tuesday, January 9th. The student I work with is Larry. The hours are from 8:10 to 2:15. This is a full inclusion class. The sub should meet Larry at the bus as it arrives at 8:20; he uses a wheelchair and requires lifting. My number is 555-4444. Thank you.”

Subs are secured only for that day, unless otherwise arranged. If you will be absent again the following day, please follow the same procedure as outlined above.