Electronic Fill-In Coverage - FAQ

Tips and Guidelines for the Fill-In Teacher when completing this form:

- The Licensed Employee enters the time off in SAM and registers the Job Number.
- The Licensed Employee notifies the office personnel (School Campus User) of the job number and the Fill-In Teacher's full name.
- The Fill-In Form is started by the School Campus User, the form is submitted.
- Then the form will be electronically delivered by email to the Fill-In Teacher.
- The Fill-In teacher will select the Link directly from the email and the form will open.

The message to the Fill-In Teacher

Dear Fill-in Teacher,

An Electronic Teacher Fill-in Coverage Form has been routed to you to complete and sign for payment. Please click the link below to open the form:

Electronic Teacher Fill-in Coverage Form

Thanks, Substitute Office

The form link will open - Select OK
The Fill-In Teacher has 4 questions to answer.

1. Name
2. Employee ID #
3. Minutes with students
4. Select your school from drop down

Electronically sign the form.
Select the Submit Form button and the form is sent electronically to the school’s principal for approval.

The top of the form includes the information about the fill-in job.

**IMPORTANT:** Please note - A Fill-in Teacher is only eligible to be paid for the actual time the extra students are under his/her direct instructions. Extra students time spent in recess, breaks, lunch and/or specials cannot be included for payment.