



Who Do You Call When You Won't Be In? (815) 838-8080, Ext. 17

All Calls for a sick day, whether or not a substitute is needed,
must be called in by 6:00 a.m.

LASEC's attendance reporting line is **extension 17**. All attendance reporting is to be left on **extension 17**, which is a voice mailbox available 24 hours per day, 7 days per week. **Debbie Hostert**, Program Secretary and Substitute Caller, will retrieve messages from this extension in order to effectively assign substitutes.

In the event you need to leave school **after** arriving for the day and **you require a substitute**, you should call the LASEC Office at (815) 838-8080 and ask to speak to **Debbie**.

Please speak in normal tone when calling so your recording is understandable. Remember to leave the following information **every** time you call in:

- Your full name as it appears on the staff assignment sheet
- If you will be out a full day, morning or afternoon
- Reason (**only Sick days permitted without pre-approval**)
- School/site you would normally attend that day
- Position (teacher, teacher assistant, etc.) and the program (Early Childhood, Int/JH Multi-Needs, etc.)
- If you need a substitute

Your responsibility is to call your school(s) to inform them of your absence. If you have scheduled appointments or see out of program students you need to contact the parents, school and bus company, when applicable.

Debbie is committed to making certain absences are filled in the best and most appropriate manner. If everyone commits to following the above directives, we can all be assured our students will continue learning and growing even during the stressful times when their teacher and assistants are absent from class.