



SUBSTITUTE REQUEST FORM ***Madera Unified PAR Program***

Name of Participating Teacher

Consulting Teacher _____ Date _____ School _____ Grade Level _____

Content Area (7-12) _____ Phone number where I can reach you _____

Observation Location (School) _____ Date(s) Sub Needed _____ How long? ¼ ½ ¾ 1 2

CSTP Focus standard: _____

Teacher(s) to be observed _____

Site Administrator Approval _____ Date _____

PAR Approval _____ Date _____

PRIOR APPROVAL NEEDED

SUBMIT TO BTSA AT LEAST 5 DAYS BEFORE AN OBSERVATION

Call Aesop and use code Professional Leave, PAR

SUBMIT OBSERVATION RECORD WITHIN ONE WEEK IF OBSERVING FOR YOUR PROFESSIONAL GROWTH

Keep one copy for your records and submit one to:

Steve Thornton, Teacher Support Services Director

Eastin-Arcola Elementary 29551 Ave. 8, Madera CA 93637 or fax to 673-4932



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