

SUBSTITUTE ONLINE INFORMATION Lynden School District

The District requires all certificated employees to record absences and schedule substitutes using Substitute Online. Below are instructions for accessing and using Substitute Online. Contact your building secretary if you have questions about this process. You should also check with your building administrator/secretary regarding specific building procedures to report and/or cover an absence.

Certificated Employees Only: On days you are scheduled to work, if you find you are unable to work in the morning and it is still before 7:00am, logon to Substitute Online (SOL) and record your absence. Notify the District Office of this late entry so that it can be monitored to ensure the position is filled. If it is after 7:00am, call the District Office immediately at 360.354.4443, x6111. There will be a staff person available by 6:30am to assist you with questions or if you are encountering technical difficulties. If you have an emergency absence once your building is staffed, contact your building secretary or administrator to report your absence.

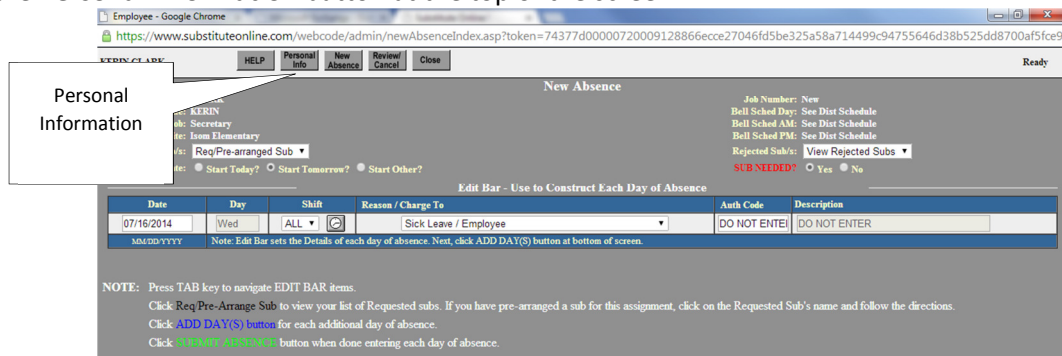
Logon to: www.substituteonline.com

- Enter your username. (Your username is your last name)
- Enter your password. (Your password is your last initial, first initial and last 4 digits of your social security number)
- Select "Lynden" from the drop-down menu as your district.

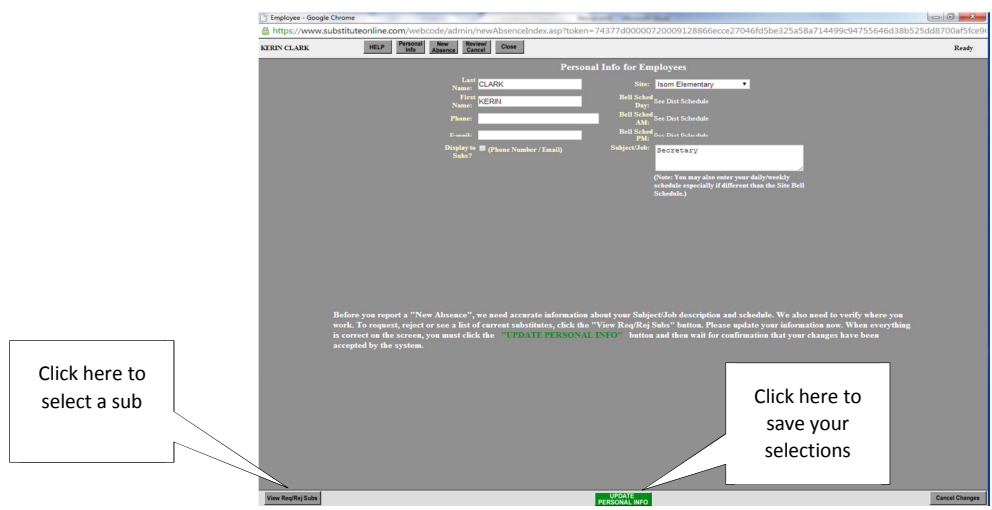


Before entering an absence, set up your personal information.

- Select the **Personal Information** button at the top of the screen.

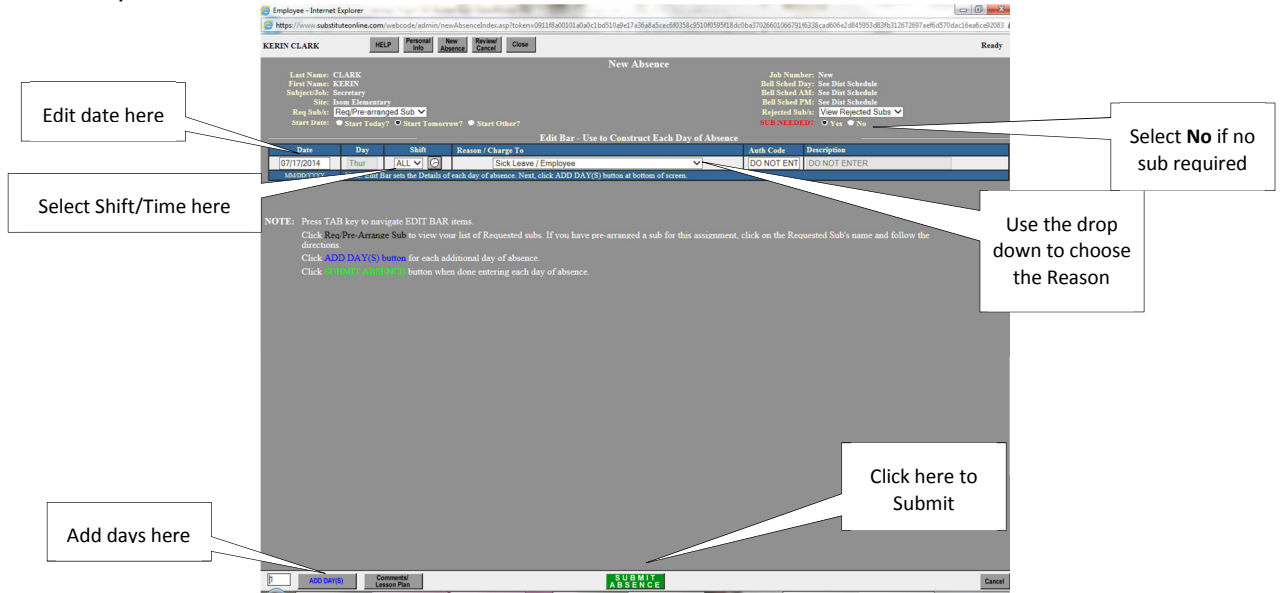


- Enter your contact information.
- Enter the subject/job schedule. (ie., 4th grade, music, social studies, etc.)
- To request/reject specific substitutes, select **View Req/Rej Subs** in the lower left corner of the screen and mark the appropriate subs.
- Once complete, select **Update Personal Info**.



New Absence:

- To enter a new absence, select the **New Absence** button.
- Verify or edit the Date and enter the Shift (All, AM or PM).
- (For classified staff: Enter the actual times of your absence by selecting the clock icon.)
- Select the Reason of absence from the drop down menu.
- Enter the Authorization Code if required (should be provided by the district meeting/workshop coordinator).
- When correct, click **Submit Absence** at the bottom of the screen.
- **Confirm** your absence.



If you have identified specific subs, the absence notification will only go to your requested subs for the first 48 hours or until 6:00pm the night prior to the absence. At that time, if the job has not been accepted by a requested sub, it will be “released” to all district substitutes. Please review to ensure that a sub has accepted the position.

Other Options:

- **Add Day(s)** – If you are going to be gone consecutive days, you can click this button instead of resubmitting each day. One sub will have to accept the entire duration.
- **Comments/Lesson Plans** – Teachers can provide lesson plans/comments by selecting the **Comments/Lesson Plan** button. Please let the building secretary know so she can print these out for the sub. The sub will also have access to these notes via Substitute Online.
- **Review/Cancel** – If you need to make adjustments or cancel your submitted absence, please contact your building secretary.
- **Pre-arranging a Substitute** – If you make arrangements for a specific substitute to sub for you, and they are on your requested list, you may immediately assign the job to that sub by selecting their name from the drop-down menu under **Req/Pre-arranged Sub** button. *Please note that the sub will not receive notification of this assignment.*