



Division of Career and Technical Education

1450 Northeast Second Avenue

Miami, FL 33132

Date

TO: _____

Location 9999/8001 -- Room _____
Division of Career and Technical Education

FROM: _____

(Type Principal's Name)

Principal's Initial

(Name of School)

SUBJECT: **SUBSTITUTE FUNDS FOR TEACHERS INVOLVED WITH CAREER AND TECHNICAL STUDENT ORGANIZATION ACTIVITIES**

This is a request for reimbursement of funds expended for hiring substitute teachers for Career and Technical teachers attending an approved career and technical student organization activity.

To receive substitute funds for the activity below, you must screen print and attach "Payroll Absence Reporting System" for substitutes signed by the principal. Use Program 6201 and your school location.

1. School and Work Location Number _____
2. Applied Technology Program Title _____
3. Name of Career/Technical Youth Activity _____
4. Date(s) of Activity _____
5. Number of Class Periods Substitute Needed _____
6. Number of Substitute Days Required _____
7. Name of Applied Technology Teacher Requiring Substitute _____
8. Is the teacher a Cooperative Education Teacher? _____ Yes _____ No
9. To be submitted no later than _____

Approved _____
(Career and Technical Program Supervisor)

Not Approved _____
(Career and Technical Program Supervisor)