Substitute Service Log

Avon Community Unit No. 176
320 Woods Street
Avon, Illinois 61415

EXTERNAL SUBSTITUTES–NOT AN EMPLOYEE OF THE DISTRICT:
This log is to be completed by the substitute. The District pays staff on the 14/29 of each month.

Date	Teacher

Date	Teacher

Signature of Substitute: _____
Send reimbursement to: _____
_____
_____

****

INTERNAL SUBSTITUTES--District Employees ONLY:
STAFF MEMBERS: Complete and return to the GS Secretary by 25th of the month.

Staff Member: _____

DATE	EMPLOYEE for whom you substituted	TIME *[ex: 9:30-10:00]*