

Larkspur-Corte Madera School District
230 Doherty Drive
Larkspur, CA 94939
(415)927-6960

Absence Management (Formerly AESOP) - Substitute Registration

Name: _____ (As it appears on your S.S. Card)
Address: _____ (Number and Street)

(City, State, Zip)
Date of Birth: _____ (month/date/year)
Phone: _____ **this will be your Log In ID**
Email: _____

Emergency Contact: Name: _____ Phone #: _____

I wish to sub at: Neil Cummins Elementary (Pre-School, K-5)
 The Cove School (TK-5)
 Hall Middle School (6-8)

Please answer:

I would like to be offered jobs as a Classified Paraprofessional Yes No

I would like to be offered work in other Classified Positions Yes No
(Classified work earns no CalSTRS)

By registering to substitute with the Larkspur-Corte Madera School District, I acknowledge the following: (please review and sign below)

I understand I must be registered with MCOE and be active on the County's Substitute list.

I understand that I must provide my confirmation number (CONF #) to the site secretary when I arrive.

I understand that I must not accept jobs that are not logged through Absence Management.

(you can accept a job directly from a teacher but it must also be entered into the AM system)

I agree to answer all calls from AM on days on which I am scheduled to work

(If a sub has a job assigned and AM calls them the morning of the job, then it is to cancel that job)

I agree that if AM has made a reasonable attempt to cancel a job, I will not be paid for showing up.

I agree to notify the district if there are any changes to the information provided.

Signature: _____

for office use only			
STRS: NON-MEMBER	MEMBER	RETIRED	ELECT
W4: S or M		No. Dependents	____
			PIN: _____