

# Personal Information Screen for Substitutes

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The screenshot shows a web browser window with the title "Personal Info for Substitutes". The user is identified as "LISA CHANDLER". The page contains several form fields and a table of subject codes.

**Callout Boxes:**

- Online Help:** A button in the top left corner.
- Update your e mail address and phone number:** Points to the E-mail and Phone fields.
- Notes that you want to leave for the sub office:** Points to the Notes field.
- Check if you are NOT available to work, for an extended period of time. You **Must** enter Return date:** Points to the "DO NOT CONTACT ME UNTIL" field.
- Check any day/s of the week you are NOT available to work:** Points to the "Days Not Available" checkboxes.
- Preferences that you want teachers and dispatchers or secretaries to see. Include areas of the city as well as Subject Codes \*:** Points to the Preferences text box.
- When ALL information is correct, click "UPDATE CHANGES" button and wait for confirmation:** Points to the "UPDATE CHANGES" button at the bottom.

**Form Fields:**

- Last Name: CHANDLER
- First Name: LISA
- Notes: Do not call before 6 am, prefer south
- E-mail: ChandL@AOL.com
- Phone: (248) 545-2076
- Pager Number: [Empty]
- Display to Emp?  Display to Site?  (Show Email/Phone#)
- DO NOT CONTACT ME  UNTIL [Empty] (MM/DD/YYYY)
- Note: You are responsible to update your status.
- Days Not Available:  Sun  Mon  Tue  Wed  Thu  Fri  Sat
- Preferences: \* K-3, K-6, K-6MU Prefer south of city

**Subject Codes Table:**

Subject Code	Description	Subject Code	Description
7-8	7-8 ALL SUBJECTS	7-8AT	7-8 APPLIED TECHNOLOGY
7-8AR	7-8 ART	7-8EN	7-8 ENGLISH
7-8FL	7-8 FOREIGN LANGUAGE	7-8MA	7-8 MATH
7-8MU	7-8 MUSIC	7-8PE	7-8 PHYSICAL ED
7-8SC	7-8 SCIENCE	7-8SS	7-8 SOCIAL SCIENCE
7-8SE	7-8 SPECIAL ED	ART	9-12 ART
ENG	9-12 ENGLISH	FLANG	9-12 FOREIGN LANGUAGE
MATH	9-12 MATH	MUSIC	9-12 MUSIC
PHYED	9-12 PHYSICAL ED	SCI	9-12 SCIENCE
SOCSC	9-12 SOCIAL SCIENCE	SPED	9-12 SPECIAL ED
9-12	ALL SUBJECTS	4-6	GRADES 4-6
K-3	GRADES K-3	K-6	K-6 ALL SUBJECTS
K-6AR	K-6 ART	K-6FL	K-6 FOREIGN LANGUAGE
K-6MU	K-6 MUSIC	K-6PE	K-6 PHYSICAL ED
K-6SE	K-6 SPECIAL ED	K	KINDERGARDEN

**Buttons:** HELP, Open Jobs, Personal Info, Review/Cancel, Close, UPDATE CHANGES, Cancel Changes.

\*Note: make certain that you use the correct Subject Codes so that the system will match your Preferences with the appropriate jobs available. In an emergency situation, you may also be contacted for other jobs as well.