REQUEST FOR EVENT NUMBER FORM
substitutehelpdesk@fresnounified.org
(For District Meetings, In-Services, Workshops, Conferences, Comp Time, Vacancies & Extra Help)

EVENT NUMBER:

<table>
<thead>
<tr>
<th>Individual Making Request</th>
<th>School / Department</th>
<th>Telephone #</th>
</tr>
</thead>
</table>

Number of Subs Requested: __________
Request for substitute: certificated ☐ classified ☐
If certificated, is request placed on “Substitute Reservation Calendar”? ☐ Yes ☐ No
If “NO”, explain other sub arrangements: ____________________________

CERTIFICATED Substitute Information:

<table>
<thead>
<tr>
<th>Employee Requesting Sub</th>
<th>School / Department</th>
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<th>School / Department</th>
</tr>
</thead>
<tbody>
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</table>

CLASSIFIED Substitute Information:

<table>
<thead>
<tr>
<th>Requesting Sub For</th>
<th>ID# or Personnel Req #</th>
<th>Position Title</th>
<th>Hours Needed (From/To)</th>
</tr>
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Brief Event Description or Purpose (required): ____________________________
(Substitutes cannot be provided without this information) School Site Plan Citation: ____________________________

Dates Subs are needed: ____________________________
Budget Number:

If split funded, please provide second budget number:

Other or Outside Billing: ____________________________
Name/Company ____________________________ Address ____________________________ Telephone ____________________________

For Vacancy, please provide Position ID: ____________________________

TO BE COMPLETED BY THE ORIGINATOR PRIOR TO RECEIVING AN EVENT#:

<table>
<thead>
<tr>
<th>Principal / Program Manager / Department Head / Employee ID</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>State &amp; Federal (If Categorical) / Employee ID</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Division Superintendent (If Non Categorical) / Employee ID</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
INSTRUCTIONS FOR OBTAINING AN EVENT NUMBER

A “Request for an Event Number Form” must be submitted for vacancy, extra support, comp time and events using a Tile IX budget at least two weeks/(10) working days prior to the date of the event. This form must be completed by the Site/Department Administrator, Program Manager, Office Manager or their designee, only.

All other events (District Meetings, Professional Learning, etc) must be submitted on the Substitute Reservation Calendar. To access the Substitute Reservation Calendar, type into your Internet Explorer browser go/subcal. This does not guarantee budget approval. If no space is available on the “Substitute Reservation Calendar” you will not be issued an Event Number.

Requests need to be approved and signed by State and Federal or Multilingual/multicultural, if using categorical funds, by Special Education if using Special Ed. funds or by your Assistant Superintendent when any other budget is used. The only exception is when you are billing an outside entity for a substitute.

The originator must type or print the names of the following individuals for their signature:

1. Principal, Program Manager or Department Head
2. Project Coordinator in the office of State and Federal Programs or Multicultural Multilingual (for categorical funds)
3. Assistant Superintendent (district or other funding)

Upon receipt of the approved form at the Substitute Help Desk, an Event Number will be assigned and emailed to the originator of the form. The originator will then inform the employees going to the event, to call the automated system at 264-7642 for a substitute.

REMINDER: Please remember that request forms that are not filled out and approved properly are returned to the originator and may cause a delay in processing. An Event Number is required for comp time, any vacancy, a roving sub or extra help. An Event Number is not required for leaves or illnesses.

Substitute Space Reservations Calendar

No department or school site should reserve more than 75 sub spaces per day. Reservations need to be made at least 10 days prior to the date of the event. Employees need to make their request for a substitute in the automated system at 264-7642 at least 5 days prior to the date of their event.

Classified Personnel:

Event numbers must be used for any vacancies or extra help positions. If specific start and end times apply to the position, please indicate those times on the Dates of Event line.

Please remember that clerical substitutes can only remain in the same position up to 75% of the regular employee’s duty year, and Instructional aides in vacant positions may only stay on the same assignment up to 20 working days.

All other instructions for certificated apply to classified employees regarding District Meetings, in services or Training, except for reserving space on the “sub space reservations calendar.”