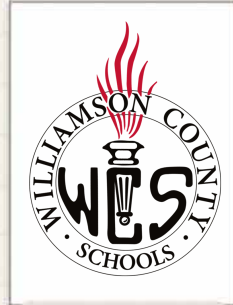


# WCS SUBSTITUTE NEWSLETTER

SEPTEMBER 2021 EDITION

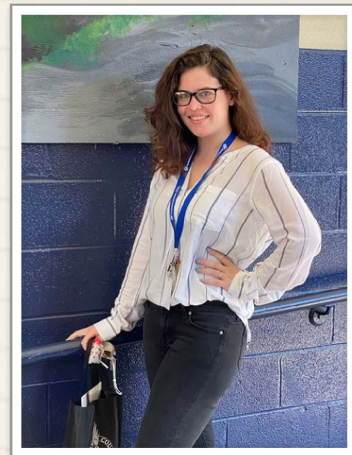


**Substitutes are often called the glue that holds us together and we want to send a special Thank You to all of you working to assist us this school year.**

## Sub of the Month

You all are an essential part of WCS, and we want to share it with the world!

Elaine Ott is our September Sub of the Month. She has been recommended because of her willingness to jump in and help wherever and whenever needed with a smile on her face. She started subbing Spring Semester of 2021 and has already made a huge impression with her positive attitude. Elaine is a cat lover and will be getting married this upcoming October. On her free time she loves to shop her stress away.



Thank you Elaine; you are a Substitute Rock Star!

## Things to Know

- Please do not forget to clock in and out when subbing at a school. If you do forget, be sure to let the school Frontline contact know, and they will complete a sub time sheet on your behalf.


- September has 21 school days in this month. As a reminder, you are only approved to work 18 days in the month. To request a waiver to work additional days, please contact [HRSubstitutes@wcs.edu](mailto:HRSubstitutes@wcs.edu).
- The 2021-22 new pay schedule is attached to this newsletter.
- Do you need a refresher course on how to navigate through Frontline? Check out the link below for an easy to follow Frontline training video for substitutes.

 **Frontline Absence Management**

[absence-help.frontlineeducation.com](https://absence-help.frontlineeducation.com)



Sub Pay Schedule 21.22.pdf

 **Download**  
403.9 KB

## Upcoming Dates

9/6- Labor Day Holiday (System Closed)

9/15- Pay Day

10/11-10/12- No School (Parent/Teacher Conference)

10/13-10/15- Fall Break (System Closed)