



How to use the Sub Assignment Monitoring Tool

Background:

The sub assignment monitoring tool helps substitute teachers, time reporters, and administrators adhere to the legal restrictions related to the 30-day sub permit and to specify what the legal restrictions are. The tool only counts school days and has already removed any days that are not school days based on the current school calendar.

What is a 30-day substitute teaching permit?

A 30-day substitute teaching permit is a document issued by the California Commission on Teacher Credentialing to allow them to temporarily cover classrooms during a teacher's absence with the following restrictions:

- The Emergency 30-Day Substitute Teaching Permit authorizes no more than 30 days for any one GENERAL ED classroom during the school year.
- The Emergency 30-Day Substitute Teaching Permit authorizes the holder to serve for no more than 20 days in any one SPECIAL ED classroom during the school year.
- This tool helps school site staff and substitute teachers adhere to the restrictions of substitutes who hold 30-day sub permits.

How do I use the Consecutive Sub Day Tracker?

To use the tool, please place the first day the sub reports to the class in cell **M2** to find out the last consecutive day their permit authorizes them to work in the class.

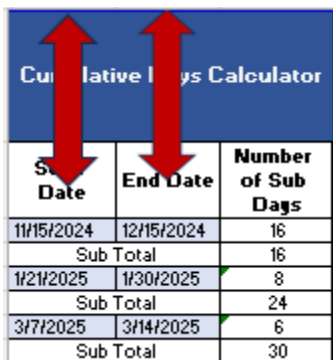
Start Date	Special Ed Class 20th Day	General Ed Class 30th Day
11/15/2024	1/9/2025	1/24/2025

To calculate the total number of consecutive days spent in one classroom, place the start date in cell **M2**, place the end date in cell **P2**, Q2 calculates the number of school days between M2 and P2.

Start Date	Special Ed Class 20th Day	General Ed Class 30th Day	End Date	Total Days Worked
11/15/2024	1/9/2025	1/24/2025	12/15/2024	16

How do I use the Cumulative Sub Day Tracker?

For non-consecutive /intermittent days worked in the classroom, please put the first date in column **F**, the last date in column **G** for each time the substitute teacher works in the same classroom, then the days worked will be counted for you and totaled for the year. Please see the example below:



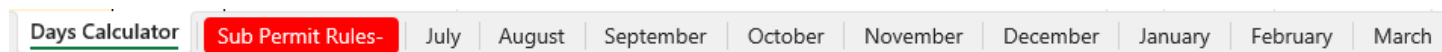
Start Date	End Date	Number of Sub Days
11/15/2024	12/15/2024	16
Sub Total		16
1/21/2025	1/30/2025	8
Sub Total		24
3/7/2025	3/14/2025	6
Sub Total		30

- In this example, the substitute may not serve in this general education classroom after 3/14/2025.
- In the same example, the substitute would no longer have authorization to remain in a special education classroom after January 24th because that was the 20th day served in that classroom.

To minimize mistakes, the only cells that you may edit are those in the shaded columns **F**, **G**, **M** and **P**. To prevent errors, no other cells are editable.

Why are there tabs for each month?

Monthly calendars with notes are available to help track other details such as holidays, unassigned days, and any other relevant information.



For more information about substitute teachers or how to use the tracker, please email SubDesk@lausd.net.