SASKATCHEWAN TEACHERS' FEDERATION

# SUBSTITUTE TEACHER CHANGE REPORTING

2317 Arlington Avenue, Saskatoon SK, Canada S7J 2H8

Phone: 306-373-1660 Toll Free: 1-800-667-7762 Fax: 306-955-1157

***Please click below to email this form to the Saskatchewan Teachers' Federation:***

**Reset** **Save** **Email**

**INSTRUCTIONS:**
Complete this form and return no later than the 1st calendar day of each month. Report teachers to add and remove from the substitute teacher list. The information provided will be used to maintain accurate and current records for substitute teachers.

| School Division Name | School Division Number | Date Report Completed |
|---|---|---|
| | | _____ Month, _____ Year |

**Key: R** = Remove **A** = Add

| Name of Teacher | Address | Home Phone Number | Cell Phone Number | Email Address (Personal) | Certificate Number | Remove/Add |
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