

**Mountain Brook City Schools
Extra Substitute
provided by Kelly Services**

School

Kelly Services Substitute

Day	Date	Time In	Time Out	Purpose	Signature
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Note: Extra Substitutes are billed to the school at the rate charged by Kelly Services.
This includes substitutes that are shadowing an employee.

Department Code:

Extra Sub Authorized by: _____

Office

PreSchool

Gr 1-6

Gr 7-12

Kindergarten

Gr 1-6 Special Education

Gr 7-12 Special Education