



Daily Substitute Skills/Preference Profile Checklist

HUMAN RESOURCES
SCHOOL DISTRICT U-46

Employee ID: _____

Date: _____

Employee Name: _____

Skills, licensure, and/or preferences are essential to identify the best qualified substitute placement for an absence!

Skills, licensure, and/or preferences should be added to your substitute profile in the Absence Management system for you to see available assignments based on the data you provided. Please check each box that represents your qualifications and preference to update your account profile.

Do you currently hold an educator license in the state of Illinois? Yes No

ABSENCE MANAGEMENT - SKILLS / PREFERENCES		
Skill Description	√	Additional information (Please list any applicable licensure)
Bilingual Education	<input type="checkbox"/>	Do you have Bilingual/ESL endorsement? Yes <input type="checkbox"/> No <input type="checkbox"/>
Early Childhood Education	<input type="checkbox"/>	
General Education	<input type="checkbox"/>	
Special Education	<input type="checkbox"/>	Do you have Special Education endorsement? Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher Assistant	<input type="checkbox"/>	

ABSENCE MANAGEMENT - SCHOOL SITES		
School Level	√	School Preferences
District Wide	<input type="checkbox"/>	All Schools
Early Childhood-Preschools	<input type="checkbox"/>	All Schools
	<input type="checkbox"/>	Other, please specify:
Elementary Level	<input type="checkbox"/>	All Schools
	<input type="checkbox"/>	Other, please specify:
Middle School Level	<input type="checkbox"/>	All Schools
	<input type="checkbox"/>	Other, please specify:
High School Level	<input type="checkbox"/>	All Schools
	<input type="checkbox"/>	Other, please specify: