

**Puyallup School District  
Substitute Administrator Authorization Form**

**Section I** (to be completed by CAO & forwarded to Human Resources)

Substitute Position: \_\_\_\_\_

Reason for Position: \_\_\_\_\_

Location: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Hours Per Day: \_\_\_\_\_

Working Hours: (to/from) \_\_\_\_\_

Budget Account Code: \_\_\_\_\_

**Recommendation To Hire:**

Current PSD Employee:

External Substitute Candidate:\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employee ID (if applicable): \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

**Substitute administrators will be given standard certificated substitute access\*\* only, unless otherwise noted below. Please check appropriate box if *additional* access requested and note details if needed.**

eSchool Plus

PSD equipment (laptop, etc.): \_\_\_\_\_

other as identified: \_\_\_\_\_

Site folder access (please circle):  
FACULTY - staff shared documents only or  
ADMIN - all folders & files

Evaluation tool \_\_\_\_\_

\*\*standard certificated substitute access includes District email

CAO \_\_\_\_\_ Date \_\_\_\_\_

**Section II** (to be completed by Human Resources for Hiring Approval)

Rate of Pay: \_\_\_\_\_

Human Resources CO \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\*Substitute must make an appointment with Human Resources to fill out hiring paperwork, if out of District. Contact Natalie Oaks to schedule the appointment (253) 841-8644.