

**Anthony Independent School District
Substitute Calling Protocol Schedule
2007 - 2008 Fiscal Year**

AMENDED 09.26.2007

- 1 Employees are asked to call in their absences, to include training, as soon as possible.
- 2 Absences are reported to Hilda Delgado as illustrated below.
- 3 All calls coming in on the same day of the absence will be tracked and reported to the principal.
- 4 The principal may require you [the teacher] to notify him/her also; that will be decided on a campus by campus basis.
- 5 In case of Mrs. Delgado's absence [which will be communicated to all via principal through a P.A. announcement at the beginning of the day] the outline below holds true except for the period 3:45 P.M. through 8:00 P.M. in which case you would call 915-549-3985.
- 6 Please call in your absence as soon as possible on weekends or holidays. Call the cell phone as listed below.

7:00 A.M.



Call in future absences by contacting Hilda Delgado at 915-886-6504.
Please leave a message if Mrs. Delgado does not pick up the phone.
Cell phone will not be operational during this period.

3:45 P.M.

Hilda will have called subs by this time.

3:45 P.M.



Call in tomorrow's absence by contacting Hilda Delgado at **915-549-6591**
ALTERNATE # is 915-241-2439

8:00 P.M.

Hilda will have called subs by this time

8:00 P.M.



Call in absence and leave message for Hilda Delgado at 915-886-6504

7:00 A.M.