

Information for Substitute

Substitute Name & Date: _____

Thank you for substituting at East Hollywood High School. Here is some basic information to help you.

You are substituting for: _____

Subject of classes: _____

Classroom #: _____

Your preparation (no students) class period is: _____

Bell Schedule for Today: _____

Lunch Period for Today: _____

I have attached class rolls, lesson plans, a school map and a bell schedule for your reference. Please turn in your class rolls to the front office at the end of each day.

Each classroom is equipped with a working telephone. If you need to contact the front office or need any assistance please dial/call:

Heidi Anderson at extension 401 (front office)
Rena Medina at extension 402 (Registrar/office)
Jennifer Swan at extension 406 (Counselor)
Eric Lindsay at extension 429 (Principal)

Please bring the rolls to the front office when you leave.
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The faculty room is located on the main floor next to the front office. There is a microwave and refrigerator available for your use in the faculty room. During your lunch time you may stay here at school or you may also leave the building for lunch. Please ensure that you are back in time for your next class period. During the lunch period we have a cafeteria store located in the lunchroom that sells hot pockets, drinks, candy, etc... for a reasonable price. We also have food vendors that sell pizza and other items on various days in the lunchroom. We do not have faculty restrooms. You may use the regular restrooms located throughout the school.

If you need to get into a classroom or lab please see Heidi Anderson at the front desk for a key. Please do not give students the key or allow students to bring the key back to the front office. Only faculty, staff and substitutes may be in possession of the school keys.

At the end of the day please come to the front office to check-out for the day.

If you have any questions or concerns, please see Heidi Anderson in the front office.

Again, thank you for substituting at East Hollywood High School.