


# BRAINTREE PUBLIC SCHOOLS

TO: Teachers  
Nurses  
Administrative Assistants  
Occupational Therapists  
Physical Therapists  
Occupational & Physical Therapist Assistants  
Title I Teachers  
Full-Time Paraeducators

FROM: Peter A. Kurzberg  
Superintendent of Schools 

DATE: September 1, 2011

RE: Substitute Coverage

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In the event that you need to be absent from school, please call our Substitute Call Coordinator, MaryBeth Grieco, at:

781-843-0759

and leave the following information:

1. Name
2. Name of school
3. Teaching assignment/position
4. Reason for absence
5. If you are requesting a specific substitute, state that person's name
6. Date(s) that the substitute will be needed

Please note that all personnel who are absent must call the substitute teacher phone line. **If no substitute is required**, indicate so when providing the above information.

*Following the above procedure will insure that your record of attendance will remain accurate and current.*

PAK:as