

TO OBTAIN A SUPPLY E.A.

CALL BEFORE 7:30 A.M.

REGULAR PROCEDURE

- Call dispatch service anytime before 7:30 a.m. on each day of absence unless you have already informed dispatch that you will be absent for more than one day.
- The dispatcher is not available after 7:30 a.m. and will not receive calls after that time.
- After 7:30 a.m. do not leave a message for a Supply E.A. required that day. Advise your school you will be absent without a Supply E.A. or call a Supply E.A. yourself.
- On the Dispatcher's Voice Mail, leave your:
 - Name,
 - Home phone number,
 - Name of school,
 - Program name
 - Any special needs (i.e. lifting, toileting)
 - Length of your absence including exact dates you will be away
 - Time you commence work
 - You may request a specific Supply E.A.

- Notify the school of your absence and that dispatch has been called. Let the School Office know where the Supply E.A. can access your day planner.

* Please Note:

Success in obtaining a Supply E.A. is increased with early notification. Calls the night before, if possible, are preferable.

EMERGENCY PROCEDURE

- Either the E.A. *or* the school contacts a Supply E.A. if required through the day. (E.A. should leave a Day Planner for the Supply E.A.)
- Supply Lists are available (on-line) at each school office.
- Leave a message with dispatch providing:
 - . Name of absent E.A.,
 - . School and Class of absent E.A.,
 - . Name of Supply E.A.,
 - . Date(s) of absence

EXTENDED ABSENCE

- Notify your principal if you are going to be absent for an extended period of time
- Principal, in consultation with Human Resources, will be responsible for obtaining a Supply E.A.

TO CANCEL A SUPPLY E.A.

CALL BEFORE 7:00 A.M.

- If you called the dispatcher each day you were absent, it is not necessary to call them to say you are returning to work
- It is not necessary to call dispatch if you indicated your correct return date when requesting a Supply E.A. for more than one day
- If it is necessary to inform the dispatch of a change in your return to work date, notify dispatch during the evening prior to your return or by 7:00 a.m. on the day of your return
- On the Dispatcher's Voice Mail, leave:
 - Your name,
 - Home phone number,
 - Name of school,
 - Program name,
 - Date of your return
 - Name of your replacement (if known)



Lakehead Public Schools

**PROCEDURES FOR
OBTAINING/CANCELLING
SUPPLY EDUCATIONAL ASSISTANTS**

REMINDER

**Requests for a Supply E.A.
must be made
BEFORE 7:30 a.m.
on day required**

DISPATCH SERVICE

Cindy Traer

344-0827

Cindy Traer

344-0827

- **Telephone any time**
- **Leave Voice Mail Message**
- **Call ahead when possible**