

EFFECTIVE AUGUST 22, 2016

**SUBSTITUTE CALLING INFORMATION
ELEMENTARY SCHOOLS**

SUBSTITUTE SCHEDULING FOR PRE-PLANNED APPOINTMENTS/EVENTS:

Email your request to Kevin Benson at kbenson@mssd14.org at any time

OR

Call Kevin at 303-349-4229.

SUBSTITUTE SCHEDULING FOR NEXT-DAY URGENT REQUESTS:

Call Kevin Benson at 303-349-4229. If there's no answer, leave a message and he will return your call as soon as possible. Please call before 10:00 p.m.

SUBSTITUTE SCHEDULING FOR EARLY MORNING ILLNESS/EMERGENCY REQUESTS:

Call Kevin Benson at 303-349-4229. Please call after 5:00 a.m.