

SUBSTITUTE PREFERENCE LIST FORM

EMPLOYEES NAME

DATE

BUILDING

THIS IS A: NEW REGULAR LIST [] NEW EXCLUSION LIST []

CHANGE TO AN EXISTING LIST []

LIST SUBSTITUTE'S NAME (FIRST AND LAST) IN ORDER OF PREFERENCE:

- 1. _____
- 2. _____
- 3. _____

BUILDING ADMINISTRATORS OFFICE USE ONLY:

PLEASE ASSIGN THIS LIST TO:

ALL EMPLOYEES [] ONLY EMPLOYEES LISTED BELOW []

ALL EXCEPT THOSE LISTED BELOW []

ADMINISTRATORS APPROVAL: _____