



### **SUBSTITUTE GUIDE ACKNOWLEDGEMENT FORM**

I have read and understand the Weld County School District RE-5J Substitute Guide. I understand that if I have any questions or concerns regarding the Substitute Guide, I should contact the Human Resources Department. I understand that Substitutes are not guarantee hours and are only needed when school is in session and work on an on call as needed basis.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**Return signed copy to the Human Resources Department**