

## CTAE - PLC Teacher Meeting Request for substitute funding

Submit this signed form by the Assistant Principal or Principal to the Program Coordinator/Specialist on the day of the PLC Meeting.

School Name: \_\_\_\_\_

School Cost Center: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date of Absence: \_\_\_\_\_

Amount needed for Substitute: \_\_\_\_\_  
(Need to fill in actual dollar amount)

Admin. Signature: \_\_\_\_\_

School-Based Designee to receive information for processing:

\_\_\_\_\_  
(Bookkeeper, Principal Secretary, etc)

Contact Joanne Webster at 813-794-2204 or [jgorney@pasco.k12.fl.us](mailto:jgorney@pasco.k12.fl.us) if you have any questions.