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March 14, 2025

On behalf of Putnam City Schools, I am requesting an extension for 15 of our non-certified substitutes (Guest Teachers) to continue substituting beyond the 135-day limit. Their continued presence is essential in providing seamless instructional support during this critical time.

Our substitute teachers complete an orientation to familiarize themselves with our district's policies and procedures. To better help our substitutes, through our PC University we offer the following course module trainings: The Guest Teacher Program and Classroom Management, Understanding and Implementing Lesson Plans, Engagement and Instructional Techniques and Building Rapport and Communication Skills. Additionally, several have participated in professional development opportunities to enhance their skills and effectiveness in the classroom. We also encourage them to collaborate with teachers for additional guidance and support. Many of our substitutes have gone on to pursue certification and have joined our district as full-time educators.

We greatly appreciate your consideration and approval of this request, as it directly supports the stability and effectiveness of our educational environment. Thank you for your time and attention to this matter. Please let me know if any further information is needed.

Dessi Black
Substitute/FMLA Coordinator

cc: Nancy Ingle
Chief Office of Human Capital

Arnett, Violevia
Bush, Tiffany
Ferguson, David
Kearns, Leslie
McGee Ramus, Vanessa
Mills, Phyllis
Mitchell, Marlon
Peters, Carol
Renton, Stacy
Shell, Christianne
Smith, A. Patricia
Sprague, Raquel
Summers, Ashley
Williams, Monty
Wimberly, Denzele