

Substitute Teacher Communication

Personal Information

It is the responsibility of the substitute teacher to notify the Human Resource department of any changes in their personal contact information. This includes changes in their mailings address, emails, name changes, and phone numbers. Please use this [form](#) to update your mailing address, email, or phone number. You may also email the updates to HRSERVICES@capousd.org.

No Longer Interested/Available in Subbing

It is the responsibility of the substitute to notify the Human Resources department if they are no longer interested or available to substitute for the Capistrano Unified School District. We require written notice from the substitute, stating that they would like to be removed from the substitute list, along with their full name and employee ID number. An email is also sufficient, and can be directed to HRSERVICES@capousd.org.

If the availability changes for the Substitute Teacher and they are no longer available to substitute, they must notify us via written notice or email.

We also ask that Substitute Teachers send in doctor's notes when necessary or if it will affect their substitute availability. These can be directed to HRSERVICES@capousd.org. Please make sure to specify that you are a substitute.