



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT

SOP #2

JAPAN
Unit 5072 APO AP 96328-5072

PACIFIC

May 14, 2003

MEMORANDUM TO ALL SCHOOLS

SUBJECT: Request To Substitute at Another Location While Awaiting Medical Treatment

The following procedures should be followed when a teacher is awaiting medical treatment at a base in Japan and is interested in remaining in an on-duty status:

1. The teacher completes a request for medical leave form and notifies his/her principal of the location of and dates for treatment
2. The teacher will specify to his/her principal that he/she is interested in substituting at one of the schools where the medical facility is located. He/she will also specify the approximate number of days that he/she will be available for work.
3. The educator's principal will inform the receiving school coordinating principal of this availability information, who in turn will alert the other principals in the complex. They will then alert the secretaries who are responsible for contacting substitute teachers.
4. Upon arrival at the base where medical treatment will be rendered, the teacher will notify the possible receiving school(s) and provide them with his/her quarters telephone number.
5. The receiving school secretary will call the teacher when he/she is needed to substitute.
6. Upon completion of a substitute assignment, the receiving school secretary will notify the educator's school secretary for the purpose of leave and payroll accountability.

It is expected that this option can only be offered when one is scheduled for medical care at one of the larger medical facilities within the Japan, e.g., Yokota or Yokosuka.

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Bruce Derr
District Superintendent