# Substitute Service Log

Avon Community Unit No. 176
320 Woods Street
Avon, Illinois 61415

***EXTERNAL SUBSTITUTES–NOT AN EMPLOYEE OF THE DISTRICT:***
*This log is to be completed by the substitute. The District pays staff on the 14/29 of each month.*

| Date | Teacher |
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| Date | Teacher |
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Signature of Substitute: _____
Send reimbursement to: _____
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***INTERNAL SUBSTITUTES--District Employees ONLY:***
*STAFF MEMBERS: Complete and return to the GS Secretary by 25th of the month.*

Staff Member: _____

| DATE | EMPLOYEE for whom you substituted | TIME *[ex: 9:30-10:00]* |
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