

**DENVER PUBLIC SCHOOLS
EARLY EDUCATION DEPARTMENT; HEAD START
INTERDEPARTMENTAL COMMUNICATION**

TO: DPS Early Childhood Education Head Start Teachers and Principals

FROM: José C. Paz, DPS Head Start Director

THROUGH: Priscilla M. Hopkins, Early Ed. Instructional Support and Director

DATE: August 2023

SUBJECT: DPS Head Start Teacher Substitute Days
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This memo is to advise DPS Head Start teachers and principals of the 4 substitute days, to be used during the months of September through April, available to DPS Head Start teachers for completion of Head Start duties and paperwork per federal requirements. These substitute days are to be used for classroom coverage while the teacher is on school premises, working on Head Start required functions.

Teachers should follow the following procedure:

1. Seek approval for each substitute request from your school's principal, leadership or designated staff member;
2. Submit your sub request through Smart Find as typical school business (your school's secretary or office staff may be responsible for this, pending each school site's decision);
3. Include or provide the following DPS Head Start substitute account number to your payroll secretary and ask that s/he contact payroll to have this DPS Early Education Head Start account code override the school account code:

DPS Head Start Early Education Substitute Account Number:
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Remember, these 4 teacher substitute days are to be taken no more than once per month, from September through April of the current school year, and may not be accumulated.

All other absences (sick, personal) are to be submitted per regular school site processes and procedures.

Please contact DPS Head Start, Early Education Senior Budget Analyst, Amar Vaanchig at ext. 32119 amar_vaanchig@dpsk12.org with any questions.