

SUB LINE NUMBER: 4370
SUBSTITUTE REQUEST INFO

To use the sub voice-mail line Dial (860) 487-0877 and dial ***Ext. 4370***. (from within the building you can call the sub line by dialing ext. 4370 or see me at my desk) Leave a brief, yet detailed message as to the subject/ department, length of absence, reason, parking space, (do not leave sub plans here, please call your department head if plans are not in place).

Be sure to call the sub line ****PRIOR to 5:30 a.m.*** on the day you need a sub (if you know earlier or the night before, ***please call then***)

****IF YOU HAVE TO CALL AFTER 5:30 a.m. please call my cell phone at (860)428-7124***
Please do not attempt to call my cell phone
between 8 p.m. - 5:00 a.m.

When possible you can see me at my desk to secure a sub
in advance!

