CALGARY SEPARATE SCHOOL LOCAL #55
Alberta Teachers' Association
http://www.ataloc55.ab.ca
Email: office@ataloc55.ab.ca

Suite 214, 3016 - 5 Avenue NE
CALGARY, Alberta T2A 6K4
Phone: 403-265-2678
FAX: 403-263-7830

FAX-BACK PAGE: 403-263-7830

TO: **ATA Local #55 Office**

FROM: _____

Please be advised that on _____
(date)

_____ School did not receive the substitutes requested
(name of school)

Number of Substitutes requested: _____

Number of Substitutes supplied: _____

Please complete and fax this form to the ATA Local #55 Office each time there is a shortage of substitutes at your school. Your attention to this matter will help us to track necessary information with regards to the substitute situation.