

Tyler Independent School District
Substitute's Quick Reference Card

System Phone Number
2 6 2 - 1 1 5 0

Substitute Hot Line Number
2 6 2 - 1 0 7 6

WRITE YOUR PIN NUMBER HERE: _____

CALL OUT TIMES:

Weekday Mornings Starts at 5:30 am
Weekday Evenings5:00 pm - 9:00 pm
Saturdays None
Sundays5:00 pm - 9:00 pm
Holidays5:00 pm - 9:00 pm

*** SYSTEM OPTIONS ***

When you call SEMS, you have these options:

Change the phone number SEMS calls to offer you jobs Press 1
Hear jobs that are available for you to accept..... Press 3
Review or Cancel jobs already assigned to you..... Press 5
Review or Modify a period you are unable to work..... Press 7
Review or Modify your daily availability Press 8

When SEMS calls you, you have these options:

Enter Your PIN To Listen To The Job

Accept..... Press 1
Listen Again..... Press 5
Decline..... Press 9

OR

Enter Your PIN To Listen To The Cancellation Notification

OR

For Further Instructions Press *

To then request more time to enter PIN Press 1
To then select Do Not Disturb..... Press 3