

Torrington Public Schools  
Substitute Teacher and Paraprofessional/IA Requisition Instructions

In order to request a substitute, please use our KASS system, along with your Teachers Guide. Go to our website at: [www.kellyeducationalstaffing.com](http://www.kellyeducationalstaffing.com) and follow the steps in your guide OR you can use our IVR telephone system by dialing 1-800-942-3767 and follow the prompts.

**YOUR FIRST LOG-ON:**

Your ID# is your 10-digit home phone number. Your PIN# is the last four digits of your phone number.

**RECORDING YOUR NAME:**

Call 1-800-942-3767 and listen to the prompts. Please record only your name, grade and subject, not specific assignment information. You only need to do this once. Your recording will be heard by our substitute teachers who are using the IVR system.

**PRE-ARRANGED COVERAGE:**

If you make arrangements with someone to cover your class, enter your absence and then "save and assign". You have the ability to assign the substitute of your choice. You are only able to do this on the KASS website. It is not an available option on the IVR phone system. Please do not assign a substitute unless they have already agreed to sub for you.

**IF YOU ARE AN ITINERANT TEACHER:**

Please don't enter your assignment - call our office with details. We'll document your absence and make sure the correct school is entered and notified of your absence.

**PRE-PLANNED ABSENCES:**

If you have personal or professional days planned in advance, please enter your absence into KASS as soon as possible to ensure that you have a substitute for that day. Please don't wait until the last minute!

**WHO TO CONTACT:**

- 1-800-942-3767 - KASS IVR number to enter absence info over the phone
- [www.kellyeducationalstaffing.com](http://www.kellyeducationalstaffing.com) - KASS website to enter absences
- 860-482-2178 - our Torrington office. Hours are 6:30am to 3:30pm - please leave a detailed message if you call after hours
- [kes1760@kellyservices.com](mailto:kes1760@kellyservices.com) - our local email address

**OUR STAFF:**

Joan D'Aquila - Branch Manager

Lori Mantoni - Senior Supervisor *⇒ Torrington*

Judy Martancik - Senior Supervisor

Tiffany Steele - Supervisor

Please contact us if you have any problems or concerns. We'll be happy to help.