### School Start Times / Quarter-Day Increments

#### Teachers

<table>
<thead>
<tr>
<th>Elementary Schools</th>
<th>Peasley Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time</td>
<td>Start Time</td>
</tr>
<tr>
<td>8:30</td>
<td>7:20</td>
</tr>
<tr>
<td>1/4 Day ends at ...</td>
<td>1/4 Day ends at ...</td>
</tr>
<tr>
<td>10:15</td>
<td>9:06</td>
</tr>
<tr>
<td>1/2 Day ends at ...</td>
<td>1/2 Day ends at ...</td>
</tr>
<tr>
<td>12:30</td>
<td>10:50</td>
</tr>
<tr>
<td>3/4 Day ends at ...</td>
<td>3/4 Day ends at ...</td>
</tr>
<tr>
<td>2:15</td>
<td>1:05</td>
</tr>
<tr>
<td>Whole day ends at ...</td>
<td>2:50</td>
</tr>
</tbody>
</table>

**Help! I'm Locked Out of SubFinder! What do I do?**

Don't worry. Back all of the way out of your Internet browser software and then log back in again; SubFinder resets for three more login attempts.

***PLEASE REMEMBER*** Your SubFinder USER NAME and PASSWORD are not the same as your email address counterpart.

### Who Can I Call or Email for Help or Additional Questions?

Craig W. Smith ... 804-693-7927 ..... cwsmith@gc.k12.va.us

### Have an Awesome School Year!

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### Notes

- **SubFinder Phone Instructions**
  - 866-287-9378
  - Toll-Free Number

- **SubFinder Internet Instructions**
  - Click on the SubFinder Online link (found on main GCPS web page) or at this URL: https://gloucestersubfinderonline.com/
  - Enter your USER NAME and PASSWORD.
  - USER NAME: Last name only
  - PASSWORD: Numerical only
  - Not the same as your email address

- **Report Absence**
  - Enter the date and time the absence begins and ends (check your AMs / PMs).
  - Enter the date and time the substitute is needed (under JOB INFO (defaults to the same time)).

- **Using the drop down menu, select the type of leave you are using (see types at left).**
- **Using the drop down menu, select the type of job:**
  - No Substitue Required (covered on team, non-instructional day, etc).
  - Prearranged Substitue (you have spoken to the substitute). Enter name. Note: SubFinder will not call the prearranged sub.
  - Requested Substitute (you request the system to call a certain sub). SubFinder will continually call the requested sub until the sub accepts, declines, or ignores the job. It will then call from the general list of subs.
  - Substitute Required (the system calls for a sub).

- **Select and enter a sub's name.**
  - VERY IMPORTANT!!! If you prearrange a substitute, make sure you enter the job as prearranged and not requested or substitute required.

- **An incorrect entry could result in two subs arriving for the same job.**

### Attach Special Instructions/Files!

Verify all of your entries, then “Save Job.”