**Substitute Information**

When you have a substitute, make sure to do the following regarding data governance:

1. Leave the substitute computer login credentials for them –
   1. **Username is fphssub and**
   2. **password is catnip**
2. **Do not give them your computer login** or leave your computer actively logged in with your credentials. (This would give them access to student data, which is a FERPA violation).
3. Leave a **print-out of your class rosters** so they can take roll and call Mrs. Wilborn with any absent students.
4. Make sure your Emergency Folder has updated rosters and is on your desk for the substitute.