SUBSTITUTE SYSTEM

In order to request a substitute, you must request a sick or personal day through Skyward. Please follow these steps to do so.
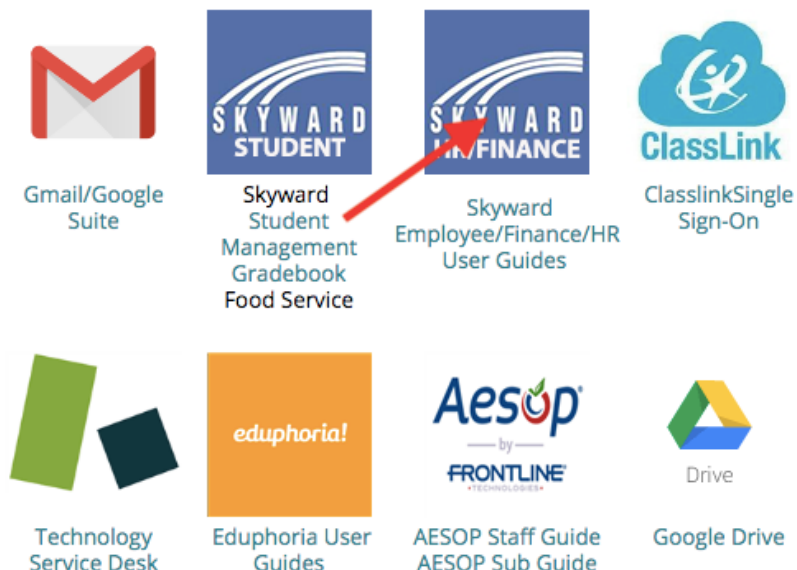
Step 1

Go to the Districts website at georgetownisd.org and click on the link titled "Staff", which is located in the navigation bar at the top of the page.

Step 2

Click on the icon labeled "Skyward Employee/Finance/HR User Guides".
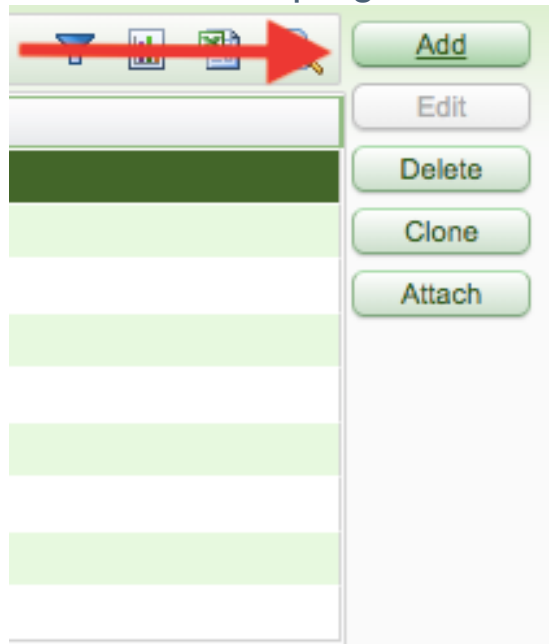
Step 3
Log in using your Georgetown ISD username and password.

Step 4
Go to the green drop down menu at the top right hand corner of your screen titled, "Recent Programs". Click "My Requests.
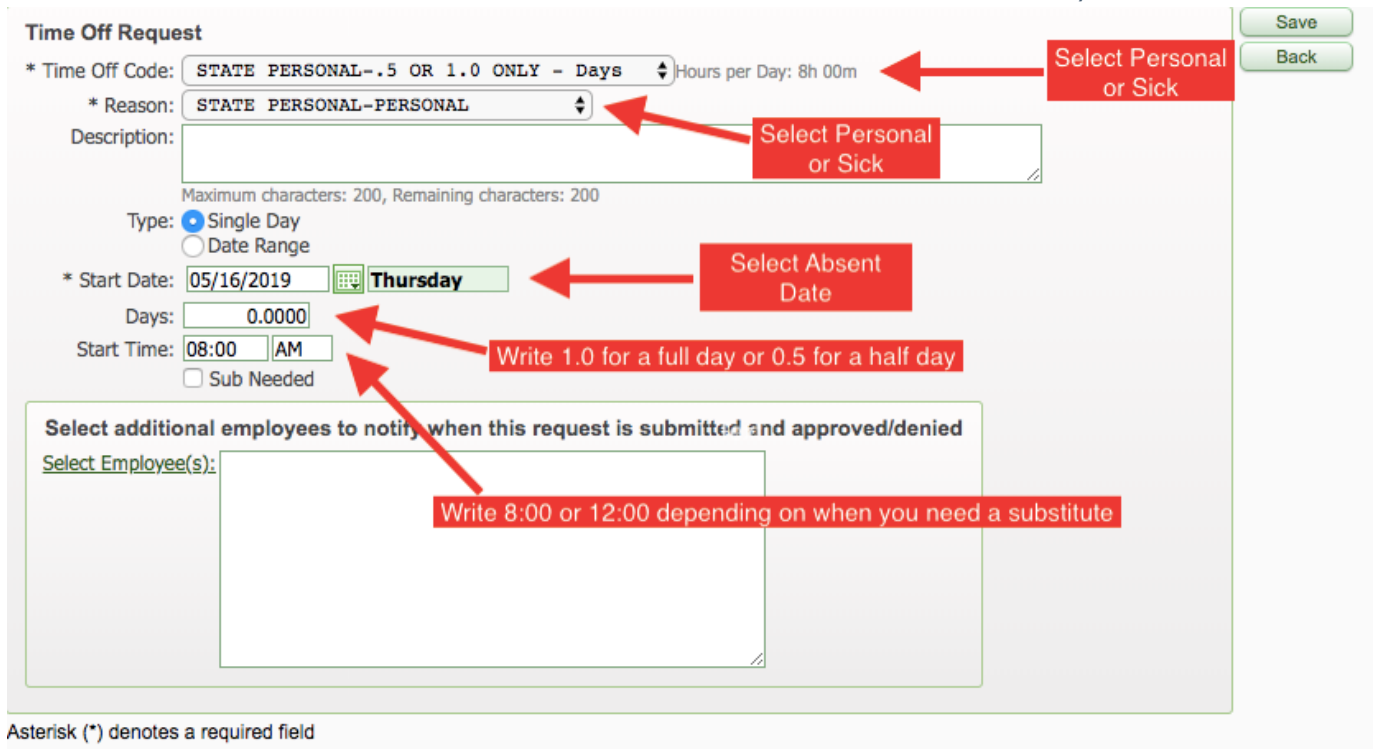
Step 5
Click the icon labeled "Add" at the top right hand corner of your screen.

Step 6
Fill out the information for the criteria noted below. Then, click "Save".