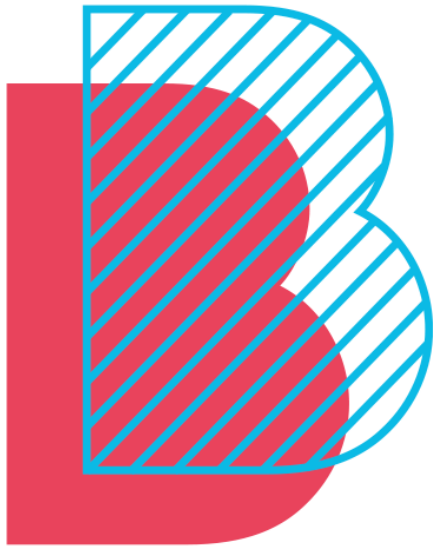


## REQUESTING A COVER | PROCESS

*When you need a cover for one of your classes, whether you know months in advance or that very day, please follow the process outlined below.*

1. Fill out [this request form](#).
2. Follow up with Ruth ([rskitt@busbilingue.com](mailto:rskitt@busbilingue.com))
  - if it's far in advance, follow up with Ruth **1 week prior to confirm** your absence
  - If it's short notice (sickness, etc.), **send Ruth a text to confirm** that she has all details.
4. Ruth will find someone to cover for you and inform you of who is taking on your class.
5. You and that person will connect directly to answer any additional follow up questions.
6. After the session, check for their session report on the [Teacher Tools HQ page](#).
7. You can always follow up to find out how the students did. :)



## COVERING A SESSION | PROCESS

1. Thank you! You said **yes** when Ruth asked if you were free.
2. You will receive the session's information from Ruth submitted by the regular teacher.
3. After receiving this, you can contact the regular teacher for any additional questions.
  - How do I get to the classroom?
  - Is there an attendance sheet to fill out?
  - What works for encouraging Clémence?
  - Etc.
4. Make sure you're prepared with the correct number of handouts, the book and flashcards.
  - Ruth can get them printed at Office Depot (if in advance)
  - You can get extras at Greenspace, if available
  - You may have to print them on your own.
5. Arrive on time and enjoy the session.
6. Fill out a session report here:  
<https://busbilingue.wufoo.com/forms/session-report/>