

Tyler Independent School District  
Employee's Quick Reference Card

System Phone Number

Substitute Hot Line Number

5 9 0 – 4 0 4 0

5 3 1 – 3 6 6 6

WRITE YOUR PIN NUMBER HERE: \_\_\_\_\_

When you call SEMS, you have these options:

Enter an absence, current or next work day      Press 1

Enter an absence, specify all dates and times      Press 1

To review or cancel an absence Press 5

To review your work location and job description      Press 7

PHONE NUMBERS OF SUBSTITUTES I WOULD LIKE TO REQUEST:

\_\_\_\_\_

\_\_\_\_\_

**\* ABSENCE REASONS \***

1. Personal Illness or Medical Appointment
2. Illness or Medical Appointment of Family
3. Death in Family
4. Emergency Leave
5. State Personal Day
6. Jury Duty
7. Professional Growth
8. District Business
9. Campus Business
10. Military Leave
11. Vacation Day