



Vendor Checklist for School Districts

When comparing substitute vendors, use this shorthand:

SPED Specialization

Proven track record in special education ensures subs meet IEP needs.

- ✓ Do you specialize in special education placements?
- ✓ How many of your subs have prior SPED experience?
- ✓ Can you provide substitutes trained in behavioral or one-on-one settings?

Training

SPED-specific prep and ongoing PD ensures day-one readiness.

- ✓ Do you offer SPED-specific training?
- ✓ How do you prepare substitutes for district policies or technology?
- ✓ Are substitutes given access to ongoing professional development?

Compliance

IEP, confidentiality, and liability coverage protects your district legally.

- ✓ How do you track IEP-related services and attendance?
- ✓ Are substitutes trained in documentation and confidentiality?
- ✓ What insurance and liability protections are in place for both subs and districts?

Support

A human account team you can rely on for quick problem-solving.

- ✓ Do you have dedicated account managers or just an app?
- ✓ What's the response time for urgent requests?
- ✓ Can you help fill both short-term and long-term needs?

Flexibility

Short-term/long-term scalability keeps you covered year-round.

- ✓ Can you scale up quickly during peak times?
- ✓ Do you handle both per-diem and long-term coverage?
- ✓ Are you integrated with other staffing solutions?

Transparency

Real-time tracking and clear pricing builds trust.

- ✓ Can we track sub assignments and confirmations digitally?
- ✓ How do you communicate about cancellations or changes?
- ✓ Are you transparent about costs and fill rates?

Results

References and data confirms reliability.

- ✓ What's your average fill rate for special education roles?
- ✓ Can you share client references or case studies?
- ✓ How do you measure substitute quality or performance?