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Assistant Superintendent for  
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**WILMINGTON PUBLIC SCHOOLS**  
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**Alice Brown-LeGrand**  
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**Andrea Stern Armstrong**  
Director of Human Resources

**Kenneth Lord**  
Director of Technology &  
Digital Learning

*A school and community partnership that provides an inclusive, respectful, and collaborative learning environment  
where all stakeholders are engaged in the development of the whole child.*

TO: All Staff  
RE: Substitute Procurement

The Wilmington Public Schools utilizes an online substitute procurement and absence management system known as ReadySub: <https://www.readysub.com>. As a staff member of Wilmington Public Schools all staff are registered with the ReadySub system. Once the staff are registered they will receive an automated 'welcome' email from ReadySub. The email includes instructions as to how to register and fully activate the staff members account. This email will go to your new WPS email address ([firstname.lastname@wpsk12.com](mailto:firstname.lastname@wpsk12.com)). As part of the new hire paperwork all new hires are provided with a one-page [Quick Start Guide](#) and links to a more in-depth [Employee User Guide](#) and a short [Getting Started Video for Employees](#). If staff require additional support or training it is available upon request to the Director of Human Resources, Andrea Stern Armstrong.

If you would like to access a FAQ sheet that may answer any questions that you have [please click here](#).

Staff can enter an absence into the ReadySub system at any point up until the morning of the absence, but the absence must be submitted **no later than 6:20 am** in order for substitute coverage for that day.

If a staff member has an emergency or does not have access to the internet they may call the designated 'ReadySub' building administrator to inform them of the absence.

If any staff requires technical assistance with registering for ReadySub or any other questions they should contact Andrea Stern Armstrong, Director of Human Resources, at 978-694-6000 or [andrea.armstrong@wpsk12.com](mailto:andrea.armstrong@wpsk12.com) or Ken Lord, Director of Technology and Digital Learning, at 978-694-6000 ext. 6700 or [kenneth.lord@wpsk12.com](mailto:kenneth.lord@wpsk12.com).

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**Notice of Non-Discrimination**

All educational and non-academic programs, activities and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.