

Parkland College - ICTM Regional Math Contest *SUBSTITUTION RULES*

Once the Parkland College online registration is closed you may not make changes in your registration, except as described below.

Note: If we find an error in your registration, we will use our judgement in correcting the registration.

On contest day, you may make substitutions for students as follows:

1. If you have teams that are "short", you may fill them with students *who are already preregistered for an individual event, even if they were not already on a team.* We always allow enough seating for full teams.
2. Counts for seating for the individual events is *by person*, so you may not at any time increase the number of students preregistered for each written event. If you preregistered 12 Algebra I students, you may have no more on contest day.
3. You may swap one student for another across events.
4. If a preregistered student cannot come, you may bring new students to substitute in those events. The new student may substitute for all or part of a non-attending student's events.
5. Since Parkland or ICTM registration is event-by-event, a student who is Parkland registered for an event may substitute for a student who is ICTM registered for that event.
6. All substitutions must conform to contest rules.
7. You are responsible for telling the substituting students what event they will be participating in at what time, who they are substituting for and what room they should go to.
8. Every student must be registered for an individual written test at Period I, except for oralists.
9. **You must report all substitutions** of any kind at the substitution table outside M120, **before period I events begin.**

HOW TO REPORT SUBSTITUTIONS

Substitutions are to be reported on contest day, at the table outside M120, between 8:00 am and 8:45 am.

Please also fill out the **substitution forms included here (and also at our website).** Please list substitutions for all events, NOT JUST individual.

Bring xerox copies of your filled out substitution forms to the table, for us to keep.

This will help us keep better track of the changes.

Student Substitution Form

Individual Written Event

Period I

Although we encourage you to keep contest-day substitutions to a minimum, we recognize the need to do so. If you need to make substitutions for your students on contest day, please record them on this form for the individual events and on the team form for the teams. Make two copies of each, one for yourself and one for us, and bring them all to contest headquarters on contest day.

School _____

Coach _____

For the individual Written Event only (Period I)

| This student: | will replace: | event: | room: |
|---------------|---------------|--------|-------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ |
| 6. _____ | _____ | _____ | _____ |
| 7. _____ | _____ | _____ | _____ |
| 8. _____ | _____ | _____ | _____ |
| 9. _____ | _____ | _____ | _____ |
| 10. _____ | _____ | _____ | _____ |

Sample:

| | | | |
|-----------------------|------------------------|-------------|---------------|
| 1. <u>Tweety Bird</u> | <u>The Lone Ranger</u> | <u>Geom</u> | <u>X224</u> . |
|-----------------------|------------------------|-------------|---------------|

Student Substitution Form **Team Events** **Periods II, III and Orals**

School _____

Coach _____

For team events only (Periods II, III or orals)

| <i>This student:</i> | <i>will replace:</i> | <i>event / team #:</i> | <i>period:</i> | <i>room:</i> |
|-----------------------------|-----------------------------|-------------------------------|-----------------------|---------------------|
| 1. _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ | _____ |
| 6. _____ | _____ | _____ | _____ | _____ |
| 7. _____ | _____ | _____ | _____ | _____ |
| 8. _____ | _____ | _____ | _____ | _____ |
| 9. _____ | _____ | _____ | _____ | _____ |
| 10. _____ | _____ | _____ | _____ | _____ |

Sample:

| | | | | |
|----------------------|----------------|----------------------|-----------|-------------|
| 1. <u>John Wayne</u> | <u>Madonna</u> | <u>8PFS / Team 3</u> | <u>II</u> | <u>L210</u> |
|----------------------|----------------|----------------------|-----------|-------------|

(Team #1 is the ICTM team, and Teams #2 and #3 are the Parkland teams.)