



## **Kelly Educational Staffing Denver Office**

- Phone – 303.940.5673
- Email – [1627@kellyservices.com](mailto:1627@kellyservices.com)
- Office Hours – 7:00AM – 4:30PM Monday – Friday
- Address – 7535 E Hampden Ave #610 Denver

## **When to contact the Kelly Educational Staffing Denver Office**

- When an absence is 5 days or more, please call the Kelly Office after notifying the Scheduling Team. Long term assignment require special attention to insure the absence is filled in a timely manner with the right person.
- To report an incident or injury involving a KES Substitute.
- To discuss substitute performance related topics or issues.

## **Kelly Education Staffing Team**

- Phone – 866.535.5998
- Email – [kesschedule@kellyservices.com](mailto:kesschedule@kellyservices.com)
- Hours – 3:00Am – 6:00PM Monday – Friday

## **When to contact the Scheduling Team**

- To cancel or modify an existing absence
- To request a specific substitute
- For last minute absences that are same day or less than 1 hour prior to school starting

## **Important Reminders**

- Provide as much lead time as possible, enter your request as soon as you make plans to be away from school
- Add helpful information into the notes field for the Substitute.
- Extended the assignment if you need to be out longer that thought. Do not create new.