

DAILY SIGN-IN/SIGN-OUT SHEET FOR STAFF



Site: _____

Weeks of: _____

Staff Name: _____

Head Teacher Signature: _____

DAYS	WORK HOURS		LUNCH/BREAK		HOME VISITS/FIELD TRIPS Destination	DESTINATION	
	In	Out	Out	In		Out	In
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
DAYS	WORK HOURS		LUNCH/BREAK		HOME VISITS/FIELD TRIPS Destination	DESTINATION	
	In	Out	Out	In		Out	In
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

SUBMIT TO PROGRAM OFFICER AT END OF MONTH.