

HOMEBOUND & HOME-BASED INSTRUCTION

TIMESHEET & RECORD OF STUDENT ATTENDANCE

Independent School District #624

4855 Bloom Avenue

White Bear Lake, MN 55110

Student Name: _____ Grade: _____ School: _____

Special Education Student? Yes No Primary Disability? _____

Time sheets are due in the Payroll Department each payday for payment on the following payday.

Date Worked	Place where work was performed	Time Started	Time Finished	Mark if No Show	Student Attendance Hours	Total Hours Worked
*TOTAL PREP						
TOTAL HOURS WORKED						

*Prep time: Up to 10 minutes of preparation time for each hour of instruction taught.

Elementary

Budget # 01E-____-203-000-000-185 \$30 Rate X _____ Hrs. = \$ _____
(Bldg)

Secondary

Budget # 01E-____-211-000-000-185 \$30 Rate X _____ Hrs. = \$ _____
(Bldg)

TOTAL = \$ _____

Employee Signature _____

Print Legal Name _____
 Do not use nicknames or initials

Approval Signature _____
 District Admin Signature _____

I certify that the above claim is just and true and the charges are official and are such as are allowed by law and no part of said claim has been paid.
 ** If the HB services were provided during your contracted work day, please complete this form for student attendance records but put 0 hours worked for the teacher.

Return to the Department of Student Support Services