



FACULTY ATTENDANCE SHEET

NAME: _____

DATE	NAME OF CENTER	ARRIVAL	LUNCH OUT	LUNCH IN	END TIME	TOTAL HOURS	Authorized Personnel Signature & Title	Agency Use Only

Write clearly. Do not calculate "Total Hours" column. Forms are due by 8 pm on Fridays. Forms received after the deadline will not be processed until the following pay period.
 Fax forms to: 1-844-863-5157

Mission: To motivate, inspire, & assist teachers with rewarding job opportunities in the education industry.