

**MARION SCHOOL DISTRICT
TIME SHEET**

ALL TUTORIAL/HOMEBOUND SERVICES MUST HAVE AUTHORIZATION FROM
PRINCIPAL

PAY PERIOD FROM _____ TO _____

NAME _____ ADDRESS _____

S.S. # _____ - _____ - _____ _____

STUDENT NAME _____ BUILDING _____

	DATE	HOURS	*MILEAGE	
1	_____	_____	_____	
2	_____	_____	_____	
3	_____	_____	_____	
4	_____	_____	_____	Total Hours: _____
5	_____	_____	_____	
6	_____	_____	_____	Total Mileage: _____
7	_____	_____	_____	
8	_____	_____	_____	
9	_____	_____	_____	*Provide Address/location of travel
10	_____	_____	_____	below.
11	_____	_____	_____	
12	_____	_____	_____	Travel from: _____
13	_____	_____	_____	
14	_____	_____	_____	_____
15	_____	_____	_____	
16	_____	_____	_____	_____
17	_____	_____	_____	
18	_____	_____	_____	Travel to: _____
19	_____	_____	_____	
20	_____	_____	_____	_____
21	_____	_____	_____	
22	_____	_____	_____	_____
23	_____	_____	_____	
24	_____	_____	_____	

I CERTIFY THE ABOVE IS A TRUE AND CORRECT RECORD OF HOURS WORKED FOR
THE MARION SCHOOL DISTRICT.

EMPLOYEE SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____

DIRECTOR'S SIGNATURE: _____