Hourly Paraprofessional Time Sheet

Name: _____ School District #: _____ Week Ending: _____

	MONDAY HR MIN	TUESDAY HR MIN	WEDNESDAY HR MIN	THURSDAY HR MIN	FRIDAY HR MIN
IN (AM)					
OUT Reason Absent					
IN (PM)					
OUT Reason Absent					

Please specify absences by one of the following abbreviations:

S - Sick (Personal Illness) TI – Teacher In-service FI – Family Illness or Death

PL – Personal Leave PI – Para In-service PD – Pay Deduct
(If you must be gone for other than above reasons)

**The green absent report MUST be turned in for ANY time not in the classroom, please staple to timesheet.

Explanations:

_____ Paraprofessional Signature

_____ Supervising Teacher Signature

_____ Date

Original time sheets must be sent to the central office WEEKLY! Please retain a copy of this time sheet for you records. ☺