### 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.*

<table>
<thead>
<tr>
<th>Date Worked</th>
<th>Place where work was performed</th>
<th>Time Started</th>
<th>Time Finished</th>
<th>Mark if No Show (X)</th>
<th>Student Attendance (Hours instructor was scheduled to work)</th>
<th>Total Gen Ed Hours Worked</th>
<th>Total SpEd Hours Worked</th>
</tr>
</thead>
</table>

**Prep:** Separate by Gen Ed and SpEd

*Prep: Homebound and Home-Based Instructors must know how many hours of gen ed and special ed instruction have been allocated. (See building administrator)*

*No Show: Instructors are paid for 1 hour

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

**Gen Ed**

Budget #: 01E-____-_____ -000-000-185  $31 Rate  X _______ Hrs. = $_____________

(Bldg) (Elem or Sec)

**SpEd**

Budget #: 01E-____-_____ -000-740-185  $31 Rate  X _______ Hrs. = $_____________

(Bldg) (Disability)

TOTAL = $_____________

Employee Signature ____________________________  Building Admin Approval ____________

Print Legal Name ______________________________  Director of Student Support Services ______

Do not use nicknames or initials

District Admin Approval (Gen Ed) ____________

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.

Return to the Department of Student Support Services  Revised 11/11/18