

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 (X) *No Show Instructors are paid for 1 hour	Student Attendance Hours (Hours instructor was scheduled to work)	Total Gen Ed Hours Worked	Total SpEd Hours Worked
*Total Hours Gen Ed and SpEd Prep	*Prep time: Up to 10 minutes of preparation time for each hour of instruction taught.						
*Total Hours Gen Ed and SpEd Worked	* Homebound and Home-Based Instructors must know how many hours of GenEd and SpEd instruction have been allocated. (See building administrator)						

Elementary GenEd

Budget # 01-E-_____ -203-000-000-185 \$31 Rate X _____ Hrs. = \$ _____
 (Bldg)

Secondary GenEd

Budget # 01-E-_____ -211-000-000-185 \$31 Rate X _____ Hrs. = \$ _____
 (Bldg)

Elementary SpEd

Budget # 01-E-_____ -- _____ 000-740-185 \$31 Rate X _____ Hrs. = \$ _____
 (Bldg) (Disability)

Secondary SpEd

Budget # 01-E-_____ -- _____ 000-740-185 \$31 Rate X _____ Hrs. = \$ _____
 (Bldg) (Disability) TOTAL = \$ _____

Employee Signature _____ Building Admin Approval _____

Print Legal Name _____

_____ 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.

District Administrator Approval _____ Director of Student Support Services _____
 (GenED) (SpEd)