

Stanwood-Camano School District No. 401
Individual Record of Extra Time

LEGAL NAME _____ MONTH / YEAR _____

Use a separate form for each month

BUILDING _____

CERTIFICATED CLASSIFIED

Please complete each column; no pencil or whiteout

Date	Day of the Week	Description of Activity	Start Time	End Time	Hours	Account Code (for office use)

Employee Signature

Date

Supervisor Approval

Date