NATOMAS CHARTER SCHOOL
SUBSTITUTE TEACHER TIME SHEET

(Please Print in Black or Blue Ink)

Employee: _____ S.S.# _____

Substituted during the month of: _____

Program Substituted: _____

Date Substituted	**Time In**	**Time Out**	**Name of Teacher Substituted for:**	**Reason (i.e., sick, name of meeting, jury duty, etc…)**	**Rate/Hr** *(Director's Use Only!!)*	**Program Codes** *(For Business Use Only!!!)*

Employee's Signature: _____ Coordinator's Signature: _____

Director's Signature: _____