



# MOUNT ROGERS REGIONAL ADULT EDUCATION PROGRAM

Serving: The Counties of Bland, Grayson, Smyth, Washington, Wythe and the Cities of Bristol and Galax

## ADULT EDUCATION TIMESHEET

Revised September 2009

Your Name													
Your Address						Class Location							
Your Position: INSTRUCTOR [ ] AIDE [ ]						For the Month of 15, 20 through 14, 20							
DATE	TEACHER PREP	INSTRUCT. HOURS		INSERV. HOURS	TOTAL NO. STUDENTS PRESENT	TOTAL HOURS	DATE	TEACHER PREP	INSTRUCT. HOURS		INSERV. HOURS	TOTAL NO. STUDENTS PRESENT	TOTAL HOURS
		IN	OUT						IN	OUT			
15							1						
16							2						
17							3						
18							4						
19							5						
20							6						
21							7						
22							8						
23							9						
24							10						
25							11						
26							12						
27							13						
28							14						
29													
30													
31													
COMMENTS/RECRUITMENT ACTIVITIES										GRAND TOTAL FOR MONTH			

THE SIGNATURE BELOW CERTIFIES THAT THIS REPORT IS COMPLETE AND ACCURATE. THIS REPORT MUST BE SUBMITTED NO LATER THAN THE 15<sup>TH</sup> DAY OF THE MONTH TO THE LOCAL LEAD TEACHER ALONG WITH ALL OTHER PAPERWORK/RECORDKEEPING. FAILURE TO SUBMIT THIS REPORT BY THE REQUESTED DATE MAY RESULT IN DELAY OF PAYMENT.

EMPLOYEE SIGNATURE	For office use only		PAY RATE:
	TOTAL HOURS:		
DATE	GROSS:		FICA:
AREA SUPERVISOR SIGNATURE	TOTAL:		
DATE			