

Educational Vision Services

MONTHLY ATTENDANCE RECORD

Teacher: _____

File #: _____

Month: _____
Official Hours: _____ From _____ To _____

Instructions: Place date on line in box. Write number (name) of schools visited on that date in box. Teachers work an average of 6 hr 50 min. per day. If adjustments cause a shortened day or other major time modification, notify EVS payroll secretary and indicate time in box. Related Service Teachers must sign and/or punch in at every school visited.

MON	TUES	WED	THURS	FRI	School	Principal/Designee Signature
_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____		

I certify that the above information is accurate to the best of my knowledge. Please send this original form to the EVS office, no faxes.

_____ Teacher's Signature

_____ Date