Substitute Teacher's Aide Report to Central Office

Employee Number _____ - _____ - _____

Name of Substitute Teacher's Aid _____

Name of School _____

School Month _____

Principal/Supervisor's Signature _____

Account Code: _____
(Office Use Only)

(1) List Below the information requested

(2) It will be the responsibility of the substitute aide to report to the principal's office after **each day** worked to record their time.

Date	Half/Whole Day	Regular Aide