

# HOURS DOCUMENTATION SHEET

Name: \_\_\_\_\_

School: \_\_\_\_\_

DATE	BEGIN TIME	END TIME	DUTIES PERFORMED

Principal Signature: \_\_\_\_\_

DTC/CIO Signature: \_\_\_\_\_

**NOTE:**      A minimum of 25 hours in addition to the regular school day is required to receive the \$500.00 stipend. Hours must meet the criteria set forth in the job description and must be worked between July 1<sup>st</sup> and June 15<sup>th</sup> of the fiscal year.