CUSD #60 ALTERNATIVE/OPTIONAL EDUCATION PROGRAMS & SERVICES
MR. GRANT FLINK ~ DIRECTOR MS JULIE PASQUA ~ COORDINATOR

HOMEBOUND/HOSPITAL INSTRUCTION

THE STEPHENS CENTER 1020 GLEN ROCK AVENUE, WAUKEGAN ILLINOIS 60085 847.360.5356 (PHONE) 847.360.5373 (FAX)

Payroll & Attendance Verification Sheet

SAMPLE

Document tutoring hours (one hour per school day) and student attendance hours (1/2 day for each hour of tutoring). The student's parent/guardian must sign this form each day to verify the days of tutoring. The attendance official at the child's home school must sign this form each week. Once complete, return it to the HBT Office (bi-weekly or monthly) to be submitted to payroll.

Bart Simpson (student)

Edna Krabappel (instructor)

Springfield Elem (home school) 4th (grade)

September 28, 2007 (date submitted to the H/HI Office)

(attendance official signature - week one)

(attendance official signature - week two)

Date	Hours	Days of Attendance	Parent/Guardian Signature Please sign each day your child received tutoring
9/1	1	0.5	
9/2	1	0.5	
9/3	0	0	Student MD appt (no tutoring) - excused
9/4	1	0.5	
9/5	0	0	Tutor ill (no tutoring) - excused
9/8	1	0.5	
9/9	0	0	Holiday (non-attendance day)
9/10	1	0.5	
	Total Hours 5	**Total Days 2.5**	