

STEP Up Program PARTNER STAFF SIGN-IN/OUT SHEET

SITE: _____

PARTNER: _____

STAFF NAME: _____

DATE		TIME IN	TIME OUT	PARTNER STAFF MEMBER'S SIGNATURE	Total Hours for the day	Total hours for the day are separated by the following			Program Facilitator initials	Notes - Required when hours differ from regular program hours, for absences, subs & staff changes
Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
AUG	5									
	8									
	9									
	10									
	11									
	12									
	15									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
AUG	16									
	17									
	18									
	19									
	22									
	23									
	24									
	25									
	26									
	29									
	30									
	31									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
SEPT	1									
	2									
LABOR DAY										
	6									
	7									
	8									
	9									
	12									
	13									
	14									
	15									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
SEPT	16									
	19									
	20									
	21									
	22									
	23									
	26									
	27									
	28									
	29									
	30									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
OCT	3									
	4									
	5									
	6									
	7									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
OCT	17									
	18									
	19									
	20									
	21									
	24									
	25									
	26									
	27									
	28									
	31									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
NOV	1									
	2									
	3									
	4									
	7									
	8									
	9									
	10									
VETRANS DAY										
	14									
	15									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
NOV	16									
	17									
	18									
	28									
	29									
	30									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
DEC	1									
	2									
	5									
	6									
	7									
	8									
	9									
	12									
	13									
	14									
	15									
	16									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
JAN	3									
	4									
	5									
	6									
	9									
	10									
	11									
	12									
	13									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
JAN	17									
	18									
	19									
	20									
	23									
	24									
	25									
	26									
	27									
	30									
	31									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
FEB	1									
	2									
	3									
	6									
	7									
	8									
	9									
	10									
	13			LINCOLN'S BIRTHDAY						
	14									
	15									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
FEB	16									
	17									
	20			Presidents' Day						
	21									
	22									
	23									
	24									
	27									
	28									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
MAR	1									
	2									
	3									
	6									
	7									
	8									
	9									
	10									
	13									
	14									
	15									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
MAR	16									
	17									
				BREAK						
	27									
	28									
	29									
	30									
	31									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
APR	3									
	4									
	5									
	6									
	7									
	10									
	11									
	12									
	13									
	14									
	15									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
APR	18									
	19									
	20									
	21									
	24									
	25									
	26									
	27									
	28									
Total Hours for this staff member										

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Month	Day					Program Hours Worked	Staff Meeting Hours	Late Pick Up Hours		
MAY	1									
	2									
	3									
	4									
	5									
	8									
	9									
	10									
	11									
	12									
	15									
Total Hours for this staff member										

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MAY	16									
	17									
	18									
	19									
	22									
	23									
	24									
	25									
	26									
				MEMORIAL DAY						
	30									
	31									
June	1									
If Approved	2									
Total Hours for this staff member										