



Substitute Sign-In Sheet

Date: _____

School: _____

Submitted by: _____

Date	Substitute (Print Name)	Signature	Sign In	Sign Out	Confirmation Number	1st Time in District?	District Employee Last Name
						Y or N	
						Y or N	
						Y or N	
						Y or N	
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						Y or N	
						Y or N	
						Y or N	

Substitute: Our sign-in sheets are used to confirm attendance. You must sign in at the start of your assignment with your confirmation number and sign out no earlier than the end of your assignment. If you do not sign in and out on a daily basis with the appropriate confirmation number and time, you may jeopardize the accuracy of your earnings.

School Representative: Please email the sign-in sheet to rettkem@yescschools.org on a weekly basis. Thank you!