

MONTHLY CHECKLIST

Reminders:

Substitute Teachers, Auxiliary Custodians, Substitute Instructional Assistants

- Sub sheets and all time sheets to be handed in every Friday

Bus Drivers

- Bus sheets (extra curricular and regular trips) to be in every Friday

Non-Teaching Employees Absence Reports

- Sheets are to be completed by ALL NON-TEACHING EMPLOYEES regardless if time was taken off or not, and handed in by the 5th of the following month.