## MERCER COUNTY BOARD OF EDUCATION EXTENDED SCHOOL SERVICES TIME SHEET

Name:	Position:
Time Period:	_ to

Date	Tutor/Student Tutor/	If Substituting,	Time	Time	Total
Date	Coordinator/Sec.	for whom	In	Out	Hours
	Coordinator/Sec.	101 WHOIH	1111	Out	Hours
				TOTAL	

I certify that the above is a true statement of my performance of duties in the extended school services program.

ESS Employee Signature	

I certify that the above duties were performed as stated.

Building ESS Coordinator

District ESS Coordinator

Code

<sup>\*\*</sup>Total hours for the Tutor must not exceed 1 ½ hours (3:15 – 4:45)

<sup>\*\*</sup>Total hours for the Secretary must not exceed 2 hours (3:15-5:15)

<sup>\*\*</sup>Total hours for the Building Coordinator should not exceed 2 ½ hours per session.

<sup>\*\*</sup>Total hours for the Head Teacher should not exceed 2 hours per session.