

# SOUTHERN OHIO EDUCATIONAL SERVICE CENTER

## CLASSIFIED SUBSTITUTE TIME SHEET

This is to verify that \_\_\_\_\_ substituted for  
 (name of substitute)

\_\_\_\_\_ as follows:  
 (name of absent employee)

### ASSIGNMENT LOCATION (circle one or write in)

Clinton County ESC	Highland County ESC	N. Adams Elementary
Clinton County Altn. Sch.	Highland Alternative Sch.	N. Adams Jr/Sr HS
Clinton Gifted School	Highland Gifted School	Peebles Elementary
East End Elementary	Highland Preschool	Region 14/Hopewell Center
Fayetteville Elementary		Webster Elementary
Fayetteville Middle	Lynchburg-Clay Elem.	Western Brown HS
Fayetteville High School	New Vienna Elementary	Wilmington HS

Date	In	Out	Lunch	Hours
				Total hours:

\_\_\_\_\_  
 Substitute Employee

\_\_\_\_\_  
 Absent Employee

\_\_\_\_\_  
 Supervisor/Team Leader

<b>Office Use Only</b>
Pay account _____
Rate of pay _____ hr/daily
Total amount paid _____
Payroll date _____
Other _____