

**Substitute Secretary  
Report to Central Office**

Employee Number

Name of Substitute Secretary

Name of School

School Month

Principal/Supervisor's Signature \_\_\_\_\_

Account Code: \_\_\_\_\_

(Office Use Only)

(1) List Below the information requested

(2) It will be the responsibility of the substitute secretary to report to the principal's office after **each day** worked to record their time.

Date	Half/Whole Day	Regular Secretary