



Makes call - School A:				Receives call - School B:			
DATE (YYYY-MM-DD)	CALL TIME	CONTACT MADE (initials)	CONTACT NOT MADE (initials)	SUPERVISOR/MANAGER ADVISED (initials and time)		OUTCOME	
	19:00						
	21:00						
	22:55						
	19:00						
	21:00						
	22:55						
	19:00						
	21:00						
	22:55						
	19:00						
	21:00						
	22:55						
	19:00						
	21:00						
	22:55						
	19:00						
	21:00						
	22:55						
	19:00						
	21:00						
	22:55						
	19:00						
	21:00						
	22:55						
	19:00						
	21:00						
	22:55						
	19:00						
	21:00						
	22:55						
	19:00						
	21:00						
	22:55						



Afternoon Shift Check-in Log

Daily Attendance Sheets confirm start and end of shift

F 426-2

[illegible]



School After Hours Log
Working alone or in isolation
In case of Emergency, call 911

	Name	Location	Time in	Sign-in	Time out	Sign-out
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						