Teacher Sign-in and Sign-out

If you only use the Sign-in sheet, then a separate form will have to be used for sign-outs.

You could have a book with a single page for every teacher on site.

Example:

Name

Date	Time Out	Time In	Reason

The teacher would be required to sign-out when leaving campus. If a teacher returns, then he/she would sign back in. It would be the teacher's responsibly to enter this information into the SEMS system. The school secretary is responsible for checking this information and reporting the time out in payroll.