

Monroe Township Schools  
**LEAD TEACHER TAG**  
 TIME SHEET

MONTH: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

POSITION: **LEAD**

PRINT NAME: \_\_\_\_\_ EMPLOYEE#: \_\_\_\_\_

*A completed timesheet (all signatures required) must reach the Payroll Department by the fourth (4th) of each month to be processed with the paychecks of the fifteenth (15<sup>th</sup>).*

PLEASE 'X' BOXES BELOW CORRESPONDING TO THE DATES TAUGHT  
 PLEASE 'XX' BOXES BELOW CORRESPONDING TO THE DATES TAUGHT AND YOU  
 WORKED AS LEAD TEACHER

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
26	27	28	29	30
31				

**TOTAL TEACHING SESSIONS (\$77.56) = \_\_\_\_\_**

**TOTAL LEAD TEACHER SESSIONS (\$86.54) = \_\_\_\_\_**

I certify that the above is correct:

\_\_\_\_\_  
 Employee's Signature & Date:

\_\_\_\_\_  
 Lead Teacher's Signature & Date

\_\_\_\_\_  
 Vice-Principal's Signature & Date:

\_\_\_\_\_  
 Assistant Superintendent Signature & Date