

MEMORANDUM

TO: All Per Session Teachers

FROM: Per Session Home Instruction Office

RE: Timely Submission of Per Session Personnel Timesheets

Please be advised that timesheets and student attendance forms MUST be forwarded to the Per Session Home Instruction office PROMPTLY TWICE A MONTH.

Any delay in the submission of these forms may adversely affect students' placement, ratings, promotions, testing, etc. In addition, the untimely submission of timesheets causes administrative difficulties including the inability to pay teachers once the yearly fiscal budget is expended.

Any teachers not adhering to the above directive regarding the submission of these documents may be subject to disciplinary action which may include an Unsatisfactory Rating.

I have read and understand the contents of this memo.

Teacher's Name (print)

Signature

Date