



**Bloom-Carroll Local School District
TIME SHEET
TUTOR / HOME INSTRUCTION**

Return completed form to the Payroll Office by the 1st and 15th of each month. Contact Caprice Dicken at 614-834-6704 with any questions.

Tutor / Home Instructor Name	
Address	
Email	Student Name & Grade

DATE (MM/DD/YYYY)	START TIME	END TIME	TOTAL HOURS (enter as decimal, not fraction)	EXPLANATION (student name, prep time, etc.)
TOTAL HOURS FOR PAY PERIOD				

Tutor / Home Instructor Signature	Date
Administrator Signature	Date