

HOME INSTRUCTION PROGRAM SERVICE PAY/ATTENDANCE LOG  
A RECORD OF HOME INSTRUCTION TEACHER SERVICES

Each Child, Every Day

Teacher: \_\_\_\_\_ Last 4 SS#: \_\_\_\_\_

Student: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Student's Home School: \_\_\_\_\_ Grade: \_\_\_\_\_

Weekly Assigned Number of Hours: \_\_\_\_\_

Day(s) and time(s) of the week student was served. **PARENT/GUARDIAN SIGNATURE REQUIRED DAILY.**

Date	Time (from/to)	Total Hours	Attendance	Parent/Guardian Signature (Complete First and Last Name)
Monday	_____ :__ to ___ :__	_____	_____	_____
Tuesday	_____ :__ to ___ :__	_____	_____	_____
Wednesday	_____ :__ to ___ :__	_____	_____	_____
Thursday	_____ :__ to ___ :__	_____	_____	_____
Friday	_____ :__ to ___ :__	_____	_____	_____

**Total time is calculated in 15-minute intervals. Payroll only accepts total time reported in 15-minute interval format; therefore, refer to the chart when recording and calculating instructional time.**

Minutes	Conversion
15	.25
30	.50
45	.75

I certify that the above services were provided by me as indicated

\_\_\_\_\_  
Teacher Signature Date

\_\_\_\_\_  
Program Specialist Signature Date

\_\_\_\_\_  
ED/Director Approval Date

Total Hours + \_\_\_\_\_

@ \$ \_\_\_\_\_ /hr = \_\_\_\_\_

**EO1** = Register an EO1 for the Initial date of service.

**Blank** = Indicates the teacher visited the student and provided instruction for that day.

**E** = Indicates an excused absence – the teacher was notified of a medical related absence and the visit will be rescheduled during the current week.

**U** = Indicates an unexcused absence – the teacher visited the student, but the student was unavailable for instruction and the visit was not rescheduled for the current week.