



## THEO Art School Time Sheet

Month/Year \_\_\_\_\_ Teacher's Signature \_\_\_\_\_

Teacher: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Day Phone: \_\_\_\_\_ Eve Phone: \_\_\_\_\_

**1. Name of Class** \_\_\_\_\_

**Time of Class** (e.g. 4:00 – 5:00 p.m.) \_\_\_\_\_  
(please put the exact time of class - we will add the extra 30 minutes)

**Dates Taught** \_\_\_\_\_  
(please put only the dates that you actually taught this month)

Comments (e.g., did not teach classes as scheduled due to storm, etc.)

**2. Name of Class** \_\_\_\_\_

**Time of Class** (e.g. 4:00 - 5:00 p.m.) p.m. \_\_\_\_\_  
(please put the exact time of class - we will add the extra 30 minutes)

**Dates Taught** \_\_\_\_\_  
(please put only the dates that you actually taught this month)

Comments (e.g., did not teach classes as scheduled due to storm, etc.):

**3. Name of Class** \_\_\_\_\_

**Time of Class** (e.g. 4:00 - 5:00 p.m.) \_\_\_\_\_  
(please put the exact time of class - we will add the extra 30 minutes)

**Dates Taught** \_\_\_\_\_  
(please put only the dates that you actually taught this month)

Comments (e.g., did not teach classes as scheduled due to storm, etc.): \_\_\_\_\_

### FOR OFFICE USE ONLY

# of classes \_\_\_\_\_ x length of class (in hrs.) \_\_\_\_\_ x hourly wage \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

# of classes \_\_\_\_\_ x length of class (in hrs.) \_\_\_\_\_ x hourly wage \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

# of classes \_\_\_\_\_ x length of class (in hrs.) \_\_\_\_\_ x hourly wage \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

GRAND TOTAL: \$ \_\_\_\_\_

