



INSERVICE TIME LOG

1. IDENTIFICATION

NAME: [Click here to enter text.](#)

EMPLOYEE ID#: [Click here to enter text.](#)

SCHOOL: [Click here to enter text.](#)

ACTIVITY DESCRIPTION: [Click here to enter text.](#)

2. TIME LOG

DATE	TIME		AMOUNT		ACTIVITY OR SESSION (Omit Travel and Meal Time)
	FROM	TO	AMOUNT		
			HRS	MINS	
TOTAL HOURS					

3. Submitted for: Points Pay

4. APPROVAL (office use only)

Professional Development Director: [Click here to enter text.](#)

Date: [Click here to enter text.](#)