

SENECA - CAYUGA NATION

CLOCK HOURS

23701 South 655 Road Hwy 10 Grove, OK 74344

Phone: (918) 791-6041 Fax: (918) 787-6804 E-mail: education@sctribe.com

Rules: Please initial next to each one signifying you read & understand the below.

_____ All hours must be recorded daily.

_____ Do not include lunch hours or travel time.

_____ Participant must initial daily entries in appropriate block(s).

CODES:	A-Absent	H-Holiday	W-Weekend/Regular Day off
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Instructor Name: _____

Student Name: _____

Performance Month: _____

Scheduled hours per week: _____

I certify the record of my hours are correct and true.

Student Signature

Date

I certify the record of my students hours are correct and true.

Instructor Signature

Date

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CLOCK HOURS

Date	Time In	Lunch Out	Lunch In	Time Out	Total Time	Instructor Initials	Student Initials
1st							
2nd							
3rd							
4th							
5th							
6th							
7th							
8th							
9th							
10th							
11th							
12th							
13th							
14th							
15th							
16th							
17th							
18th							
19th							
20th							
21st							
22nd							
23rd							
24th							
25th							
26th							
27th							
28th							
29th							
30th							
31st							

TOTAL CLOCK HOURS