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PREP

TIME LOG

JEFFERSON CITY PUBLIC SCHOOLS

*OFFICE OF STAFF SERVICES*

315 East Dunklin

Jefferson City, MO 65101

Phone (573) 659-3226 Fax 573-632-3460

**Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Date** | **Prep Activity Description** | **Workshop** | **Start Time** | **End Time** | **Total Hrs.** |
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|  |  | **TOTALS:** |  |  |  |

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Employee Signature Date

Assistant Superintendent, Staff Services Date

***Please return to the office of Staff Services at the BOE office for approval***