

**North Smithfield Schools**  
**The Office of Curriculum and Professional Development**  
**Clare Arnold, Director of Curriculum**

To: Denis Belleville  
 From: Clare Arnold  
 RE: Teacher/Staff Time Sheets

Teacher:		
School:		
Department/Grade		
Dates and Log of Hours:		
<i>Dates:</i>	<i>Number of Hours:</i>	<i>Description of Work:</i>
Total Hours x \$ _____ per Hour		

**Teacher Signature** \_\_\_\_\_

*Internal Use Only*

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Funding Source/Grant: *(circle one)* Title I Title IIA Other: \_\_\_\_\_

Line Item Description: \_\_\_\_\_