



↑ FAX TO 052-229-1102 ↑

NAME : \_\_\_\_\_ TOWN/CITY OF WORK : \_\_\_\_\_  
 EMPLOYEE # : \_\_\_\_\_

2022	APR	SCHOOL NAME	IN	1	2	3	4	5	6	OUT	COMMENTS
1	Fri		HS / JHS / ES / K								
2	Sat		HS / JHS / ES / K								
3	Sun		HS / JHS / ES / K								
4	Mon		HS / JHS / ES / K								
5	Tue		HS / JHS / ES / K								
6	Wed		HS / JHS / ES / K								
7	Thu		HS / JHS / ES / K								
8	Fri		HS / JHS / ES / K								
9	Sat		HS / JHS / ES / K								
10	Sun		HS / JHS / ES / K								
11	Mon		HS / JHS / ES / K								
12	Tue		HS / JHS / ES / K								
13	Wed		HS / JHS / ES / K								
14	Thu		HS / JHS / ES / K								
15	Fri		HS / JHS / ES / K								
16	Sat		HS / JHS / ES / K								
17	Sun		HS / JHS / ES / K								
18	Mon		HS / JHS / ES / K								School name HS/JHS/ES/K
19	Tue		HS / JHS / ES / K								Total Days Classes taught
20	Wed		HS / JHS / ES / K								School name HS/JHS/ES/K
21	Thu		HS / JHS / ES / K								Total Days Classes taught
22	Fri		HS / JHS / ES / K								School name HS/JHS/ES/K
23	Sat		HS / JHS / ES / K								Total Days Classes taught
24	Sun		HS / JHS / ES / K								School name HS/JHS/ES/K
25	Mon		HS / JHS / ES / K								Total Days Classes taught
26	Tue		HS / JHS / ES / K								School name HS/JHS/ES/K
27	Wed		HS / JHS / ES / K								Total Days Classes taught
28	Thu		HS / JHS / ES / K								School name HS/JHS/ES/K
29	Fri	Shōwa Day	HS / JHS / ES / K								Total Days Classes taught
30	Sat		HS / JHS / ES / K								School name HS/JHS/ES/K
											Total Days Classes taught

Please fill in your timesheet and fax it to the office by 10am

(052-229-1102) on the LAST SCHOOL DAY of EVERY MONTH



↑ FAX TO 052-229-1102 ↑

NAME : \_\_\_\_\_ TOWN/CITY OF WORK : \_\_\_\_\_  
EMPLOYEE # : \_\_\_\_\_

2022	MAY	SCHOOL NAME	IN	1	2	3	4	5	6	OUT	COMMENTS
1	Sun		HS / JHS / ES / K								
2	Mon		HS / JHS / ES / K								
3	Tue	Constitution Memorial Day	HS / JHS / ES / K								
4	Wed	Greenery Day	HS / JHS / ES / K								
5	Thu	Children's Day	HS / JHS / ES / K								
6	Fri		HS / JHS / ES / K								
7	Sat		HS / JHS / ES / K								
8	Sun		HS / JHS / ES / K								
9	Mon		HS / JHS / ES / K								
10	Tue		HS / JHS / ES / K								
11	Wed		HS / JHS / ES / K								
12	Thu		HS / JHS / ES / K								
13	Fri		HS / JHS / ES / K								
14	Sat		HS / JHS / ES / K								
15	Sun		HS / JHS / ES / K								
16	Mon		HS / JHS / ES / K								
17	Tue		HS / JHS / ES / K								
18	Wed		HS / JHS / ES / K								School name HS/JHS/ES/K
19	Thu		HS / JHS / ES / K								Total Days Classes taught
20	Fri		HS / JHS / ES / K								School name HS/JHS/ES/K
21	Sat		HS / JHS / ES / K								Total Days Classes taught
22	Sun		HS / JHS / ES / K								School name HS/JHS/ES/K
23	Mon		HS / JHS / ES / K								Total Days Classes taught
24	Tue		HS / JHS / ES / K								School name HS/JHS/ES/K
25	Wed		HS / JHS / ES / K								Total Days Classes taught
26	Thu		HS / JHS / ES / K								School name HS/JHS/ES/K
27	Fri		HS / JHS / ES / K								Total Days Classes taught
28	Sat		HS / JHS / ES / K								School name HS/JHS/ES/K
29	Sun		HS / JHS / ES / K								Total Days Classes taught
30	Mon		HS / JHS / ES / K								School name HS/JHS/ES/K
31	Tue		HS / JHS / ES / K								Total Days Classes taught

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(052-229-1102) on the LAST SCHOOL DAY of EVERY MONTH



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NAME : \_\_\_\_\_ TOWN/CITY OF WORK : \_\_\_\_\_  
 EMPLOYEE # : \_\_\_\_\_

2022	JUN	SCHOOL NAME	IN	1	2	3	4	5	6	OUT	COMMENTS
1	Wed	HS / JHS / ES / K									
2	Thu	HS / JHS / ES / K									
3	Fri	HS / JHS / ES / K									
4	Sat	HS / JHS / ES / K									
5	Sun	HS / JHS / ES / K									
6	Mon	HS / JHS / ES / K									
7	Tue	HS / JHS / ES / K									
8	Wed	HS / JHS / ES / K									
9	Thu	HS / JHS / ES / K									
10	Fri	HS / JHS / ES / K									
11	Sat	HS / JHS / ES / K									
12	Sun	HS / JHS / ES / K									
13	Mon	HS / JHS / ES / K									
14	Tue	HS / JHS / ES / K									
15	Wed	HS / JHS / ES / K									
16	Thu	HS / JHS / ES / K									
17	Fri	HS / JHS / ES / K									
18	Sat	HS / JHS / ES / K									
19	Sun	HS / JHS / ES / K									
20	Mon	HS / JHS / ES / K									
21	Tue	HS / JHS / ES / K									
22	Wed	HS / JHS / ES / K									
23	Thu	HS / JHS / ES / K									
24	Fri	HS / JHS / ES / K									
25	Sat	HS / JHS / ES / K									
26	Sun	HS / JHS / ES / K									
27	Mon	HS / JHS / ES / K									
28	Tue	HS / JHS / ES / K									
29	Wed	HS / JHS / ES / K									
30	Thu	HS / JHS / ES / K									

School name \_\_\_\_\_ HS/JHS/ES/K  
 Total \_\_\_\_\_ Days \_\_\_\_\_ Classes taught \_\_\_\_\_

School name \_\_\_\_\_ HS/JHS/ES/K  
 Total \_\_\_\_\_ Days \_\_\_\_\_ Classes taught \_\_\_\_\_

School name \_\_\_\_\_ HS/JHS/ES/K  
 Total \_\_\_\_\_ Days \_\_\_\_\_ Classes taught \_\_\_\_\_

School name \_\_\_\_\_ HS/JHS/ES/K  
 Total \_\_\_\_\_ Days \_\_\_\_\_ Classes taught \_\_\_\_\_

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 (052-229-1102) on the LAST SCHOOL DAY of EVERY MONTH



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NAME : \_\_\_\_\_ TOWN/CITY OF WORK : \_\_\_\_\_  
 EMPLOYEE # : \_\_\_\_\_

2022	JUL	SCHOOL NAME	IN	1	2	3	4	5	6	OUT	COMMENTS
1	Fri		HS / JHS / ES / K								
2	Sat		HS / JHS / ES / K								
3	Sun		HS / JHS / ES / K								
4	Mon		HS / JHS / ES / K								
5	Tue		HS / JHS / ES / K								
6	Wed		HS / JHS / ES / K								
7	Thu		HS / JHS / ES / K								
8	Fri		HS / JHS / ES / K								
9	Sat		HS / JHS / ES / K								
10	Sun		HS / JHS / ES / K								
11	Mon		HS / JHS / ES / K								
12	Tue		HS / JHS / ES / K								
13	Wed		HS / JHS / ES / K								
14	Thu		HS / JHS / ES / K								
15	Fri		HS / JHS / ES / K								
16	Sat		HS / JHS / ES / K								
17	Sun		HS / JHS / ES / K								
18	Mon	Marine Day	HS / JHS / ES / K								School name HS/JHS/ES/K
19	Tue		HS / JHS / ES / K								Total Days Classes taught
20	Wed		HS / JHS / ES / K								School name HS/JHS/ES/K
21	Thu		HS / JHS / ES / K								Total Days Classes taught
22	Fri		HS / JHS / ES / K								School name HS/JHS/ES/K
23	Sat		HS / JHS / ES / K								Total Days Classes taught
24	Sun		HS / JHS / ES / K								School name HS/JHS/ES/K
25	Mon		HS / JHS / ES / K								Total Days Classes taught
26	Tue		HS / JHS / ES / K								School name HS/JHS/ES/K
27	Wed		HS / JHS / ES / K								Total Days Classes taught
28	Thu		HS / JHS / ES / K								School name HS/JHS/ES/K
29	Fri		HS / JHS / ES / K								Total Days Classes taught
30	Sat		HS / JHS / ES / K								School name HS/JHS/ES/K
31	Sun		HS / JHS / ES / K								Total Days Classes taught

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(052-229-1102) on the LAST SCHOOL DAY of EVERY MONTH



↑ FAX TO 052-229-1102 ↑

NAME : \_\_\_\_\_ TOWN/CITY OF WORK : \_\_\_\_\_  
EMPLOYEE # : \_\_\_\_\_

2022	AUG	SCHOOL NAME	IN	1	2	3	4	5	6	OUT	COMMENTS
1	Mon		HS / JHS / ES / K								
2	Tue		HS / JHS / ES / K								
3	Wed		HS / JHS / ES / K								
4	Thu		HS / JHS / ES / K								
5	Fri		HS / JHS / ES / K								
6	Sat		HS / JHS / ES / K								
7	Sun		HS / JHS / ES / K								
8	Mon		HS / JHS / ES / K								
9	Tue		HS / JHS / ES / K								
10	Wed		HS / JHS / ES / K								
11	Thu	Mountain Day	HS / JHS / ES / K								
12	Fri		HS / JHS / ES / K								
13	Sat		HS / JHS / ES / K								
14	Sun		HS / JHS / ES / K								
15	Mon		HS / JHS / ES / K								
16	Tue		HS / JHS / ES / K								
17	Wed		HS / JHS / ES / K								
18	Thu		HS / JHS / ES / K								
19	Fri		HS / JHS / ES / K								
20	Sat		HS / JHS / ES / K								
21	Sun		HS / JHS / ES / K								
22	Mon		HS / JHS / ES / K								
23	Tue		HS / JHS / ES / K								
24	Wed		HS / JHS / ES / K								
25	Thu		HS / JHS / ES / K								
26	Fri		HS / JHS / ES / K								
27	Sat		HS / JHS / ES / K								
28	Sun		HS / JHS / ES / K								
29	Mon		HS / JHS / ES / K								
30	Tue		HS / JHS / ES / K								
31	Wed		HS / JHS / ES / K								

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(052-229-1102) on the LAST SCHOOL DAY of EVERY MONTH



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NAME : \_\_\_\_\_ TOWN/CITY OF WORK : \_\_\_\_\_  
EMPLOYEE # : \_\_\_\_\_

2022	SEP	SCHOOL NAME	IN	1	2	3	4	5	6	OUT	COMMENTS
1	Thu		HS / JHS / ES / K								
2	Fri		HS / JHS / ES / K								
3	Sat		HS / JHS / ES / K								
4	Sun		HS / JHS / ES / K								
5	Mon		HS / JHS / ES / K								
6	Tue		HS / JHS / ES / K								
7	Wed		HS / JHS / ES / K								
8	Thu		HS / JHS / ES / K								
9	Fri		HS / JHS / ES / K								
10	Sat		HS / JHS / ES / K								
11	Sun		HS / JHS / ES / K								
12	Mon		HS / JHS / ES / K								
13	Tue		HS / JHS / ES / K								
14	Wed		HS / JHS / ES / K								
15	Thu		HS / JHS / ES / K								
16	Fri		HS / JHS / ES / K								
17	Sat		HS / JHS / ES / K								
18	Sun		HS / JHS / ES / K								
19	Mon	Respect for the Aged Day	HS / JHS / ES / K								
20	Tue		HS / JHS / ES / K								
21	Wed		HS / JHS / ES / K								
22	Thu		HS / JHS / ES / K								
23	Fri	Autumnal Equinox Day	HS / JHS / ES / K								
24	Sat		HS / JHS / ES / K								
25	Sun		HS / JHS / ES / K								
26	Mon		HS / JHS / ES / K								
27	Tue		HS / JHS / ES / K								
28	Wed		HS / JHS / ES / K								
29	Thu		HS / JHS / ES / K								
30	Fri		HS / JHS / ES / K								

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(052-229-1102) on the LAST SCHOOL DAY of EVERY MONTH



↑ FAX TO 052-229-1102 ↑

NAME : \_\_\_\_\_ TOWN/CITY OF WORK : \_\_\_\_\_  
EMPLOYEE # : \_\_\_\_\_

2022	OCT	SCHOOL NAME	IN	1	2	3	4	5	6	OUT	COMMENTS
1	Sat		HS / JHS / ES / K								
2	Sun		HS / JHS / ES / K								
3	Mon		HS / JHS / ES / K								
4	Tue		HS / JHS / ES / K								
5	Wed		HS / JHS / ES / K								
6	Thu		HS / JHS / ES / K								
7	Fri		HS / JHS / ES / K								
8	Sat		HS / JHS / ES / K								
9	Sun		HS / JHS / ES / K								
10	Mon	Health and Sports Day	HS / JHS / ES / K								
11	Tue		HS / JHS / ES / K								
12	Wed		HS / JHS / ES / K								
13	Thu		HS / JHS / ES / K								
14	Fri		HS / JHS / ES / K								
15	Sat		HS / JHS / ES / K								
16	Sun		HS / JHS / ES / K								
17	Mon		HS / JHS / ES / K								
18	Tue		HS / JHS / ES / K								
19	Wed		HS / JHS / ES / K								
20	Thu		HS / JHS / ES / K								
21	Fri		HS / JHS / ES / K								
22	Sat		HS / JHS / ES / K								
23	Sun		HS / JHS / ES / K								
24	Mon		HS / JHS / ES / K								
25	Tue		HS / JHS / ES / K								
26	Wed		HS / JHS / ES / K								
27	Thu		HS / JHS / ES / K								
28	Fri		HS / JHS / ES / K								
29	Sat		HS / JHS / ES / K								
30	Sun		HS / JHS / ES / K								
31	Mon		HS / JHS / ES / K								

Please fill in your timesheet and fax it to the office by 10am

(052-229-1102) on the LAST SCHOOL DAY of EVERY MONTH



↑ FAX TO 052-229-1102 ↑

NAME : \_\_\_\_\_ TOWN/CITY OF WORK : \_\_\_\_\_  
EMPLOYEE # : \_\_\_\_\_

2022	NOV	SCHOOL NAME		IN	1	2	3	4	5	6	OUT	COMMENTS
1	Tue		HS / JHS / ES / K									
2	Wed		HS / JHS / ES / K									
3	Thu	Culture Day	HS / JHS / ES / K									
4	Fri		HS / JHS / ES / K									
5	Sat		HS / JHS / ES / K									
6	Sun		HS / JHS / ES / K									
7	Mon		HS / JHS / ES / K									
8	Tue		HS / JHS / ES / K									
9	Wed		HS / JHS / ES / K									
10	Thu		HS / JHS / ES / K									
11	Fri		HS / JHS / ES / K									
12	Sat		HS / JHS / ES / K									
13	Sun		HS / JHS / ES / K									
14	Mon		HS / JHS / ES / K									
15	Tue		HS / JHS / ES / K									
16	Wed		HS / JHS / ES / K									
17	Thu		HS / JHS / ES / K									
18	Fri		HS / JHS / ES / K									School name HS/JHS/ES/K
19	Sat		HS / JHS / ES / K									Total Days Classes taught
20	Sun		HS / JHS / ES / K									School name HS/JHS/ES/K
21	Mon		HS / JHS / ES / K									Total Days Classes taught
22	Tue		HS / JHS / ES / K									School name HS/JHS/ES/K
23	Wed	Labour Thanksgiving Day	HS / JHS / ES / K									Total Days Classes taught
24	Thu		HS / JHS / ES / K									School name HS/JHS/ES/K
25	Fri		HS / JHS / ES / K									Total Days Classes taught
26	Sat		HS / JHS / ES / K									School name HS/JHS/ES/K
27	Sun		HS / JHS / ES / K									Total Days Classes taught
28	Mon		HS / JHS / ES / K									School name HS/JHS/ES/K
29	Tue		HS / JHS / ES / K									Total Days Classes taught
30	Wed		HS / JHS / ES / K									School name HS/JHS/ES/K
												Total Days Classes taught

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(052-229-1102) on the LAST SCHOOL DAY of EVERY MONTH





↑ FAX TO 052-229-1102 ↑

NAME : \_\_\_\_\_ TOWN/CITY OF WORK : \_\_\_\_\_  
 EMPLOYEE # : \_\_\_\_\_

2022	DEC	SCHOOL NAME		IN	1	2	3	4	5	6	OUT	COMMENTS
1	Thu		HS / JHS / ES / K									
2	Fri		HS / JHS / ES / K									
3	Sat		HS / JHS / ES / K									
4	Sun		HS / JHS / ES / K									
5	Mon		HS / JHS / ES / K									
6	Tue		HS / JHS / ES / K									
7	Wed		HS / JHS / ES / K									
8	Thu		HS / JHS / ES / K									
9	Fri		HS / JHS / ES / K									
10	Sat		HS / JHS / ES / K									
11	Sun		HS / JHS / ES / K									
12	Mon		HS / JHS / ES / K									
13	Tue		HS / JHS / ES / K									
14	Wed		HS / JHS / ES / K									
15	Thu		HS / JHS / ES / K									
16	Fri		HS / JHS / ES / K									
17	Sat		HS / JHS / ES / K									
18	Sun		HS / JHS / ES / K									
19	Mon		HS / JHS / ES / K									
20	Tue		HS / JHS / ES / K									
21	Wed		HS / JHS / ES / K									
22	Thu		HS / JHS / ES / K									
23	Fri		HS / JHS / ES / K									
24	Sat		HS / JHS / ES / K									
25	Sun		HS / JHS / ES / K									
26	Mon		HS / JHS / ES / K									
27	Tue		HS / JHS / ES / K									
28	Wed		HS / JHS / ES / K									
29	Thu		HS / JHS / ES / K									
30	Fri		HS / JHS / ES / K									
31	Sat		HS / JHS / ES / K									

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 (052-229-1102) on the LAST SCHOOL DAY of EVERY MONTH



↑ FAX TO 052-229-1102 ↑

NAME : \_\_\_\_\_ TOWN/CITY OF WORK : \_\_\_\_\_  
EMPLOYEE # : \_\_\_\_\_

2023	JAN	SCHOOL NAME	IN	1	2	3	4	5	6	OUT	COMMENTS
1	Sun	New Year's Day	HS / JHS / ES / K								
2	Mon	Substitute Holiday	HS / JHS / ES / K								
3	Tue		HS / JHS / ES / K								
4	Wed		HS / JHS / ES / K								
5	Thu		HS / JHS / ES / K								
6	Fri		HS / JHS / ES / K								
7	Sat		HS / JHS / ES / K								
8	Sun		HS / JHS / ES / K								
9	Mon	Coming-of-age Day	HS / JHS / ES / K								
10	Tue		HS / JHS / ES / K								
11	Wed		HS / JHS / ES / K								
12	Thu		HS / JHS / ES / K								
13	Fri		HS / JHS / ES / K								
14	Sat		HS / JHS / ES / K								
15	Sun		HS / JHS / ES / K								
16	Mon		HS / JHS / ES / K								
17	Tue		HS / JHS / ES / K								
18	Wed		HS / JHS / ES / K								School name HS/JHS/ES/K
19	Thu		HS / JHS / ES / K								Total Days Classes taught
20	Fri		HS / JHS / ES / K								School name HS/JHS/ES/K
21	Sat		HS / JHS / ES / K								Total Days Classes taught
22	Sun		HS / JHS / ES / K								School name HS/JHS/ES/K
23	Mon		HS / JHS / ES / K								Total Days Classes taught
24	Tue		HS / JHS / ES / K								School name HS/JHS/ES/K
25	Wed		HS / JHS / ES / K								Total Days Classes taught
26	Thu		HS / JHS / ES / K								School name HS/JHS/ES/K
27	Fri		HS / JHS / ES / K								Total Days Classes taught
28	Sat		HS / JHS / ES / K								School name HS/JHS/ES/K
29	Sun		HS / JHS / ES / K								Total Days Classes taught
30	Mon		HS / JHS / ES / K								School name HS/JHS/ES/K
31	Tue		HS / JHS / ES / K								Total Days Classes taught

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(052-229-1102) on the LAST SCHOOL DAY of EVERY MONTH



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NAME : \_\_\_\_\_ TOWN/CITY OF WORK : \_\_\_\_\_  
EMPLOYEE # : \_\_\_\_\_

2023	FEB	SCHOOL NAME	IN	1	2	3	4	5	6	OUT	COMMENTS
1	Wed		HS / JHS / ES / K								
2	Thu		HS / JHS / ES / K								
3	Fri		HS / JHS / ES / K								
4	Sat		HS / JHS / ES / K								
5	Sun		HS / JHS / ES / K								
6	Mon		HS / JHS / ES / K								
7	Tue		HS / JHS / ES / K								
8	Wed		HS / JHS / ES / K								
9	Thu		HS / JHS / ES / K								
10	Fri		HS / JHS / ES / K								
11	Sat	National Foundation Day	HS / JHS / ES / K								
12	Sun		HS / JHS / ES / K								
13	Mon		HS / JHS / ES / K								
14	Tue		HS / JHS / ES / K								
15	Wed		HS / JHS / ES / K								
16	Thu		HS / JHS / ES / K								
17	Fri		HS / JHS / ES / K								
18	Sat		HS / JHS / ES / K								School name HS/JHS/ES/K
19	Sun		HS / JHS / ES / K								Total Days Classes taught
20	Mon		HS / JHS / ES / K								School name HS/JHS/ES/K
21	Tue		HS / JHS / ES / K								Total Days Classes taught
22	Wed		HS / JHS / ES / K								School name HS/JHS/ES/K
23	Thu	Emperor's Birthday	HS / JHS / ES / K								Total Days Classes taught
24	Fri		HS / JHS / ES / K								School name HS/JHS/ES/K
25	Sat		HS / JHS / ES / K								Total Days Classes taught
26	Sun		HS / JHS / ES / K								School name HS/JHS/ES/K
27	Mon		HS / JHS / ES / K								Total Days Classes taught
28	Tue		HS / JHS / ES / K								School name HS/JHS/ES/K
											Total Days Classes taught
											School name HS/JHS/ES/K
											Total Days Classes taught

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(052-229-1102) on the LAST SCHOOL DAY of EVERY MONTH



↑ FAX TO 052-229-1102 ↑

NAME : \_\_\_\_\_ TOWN/CITY OF WORK : \_\_\_\_\_  
EMPLOYEE # : \_\_\_\_\_

2023	MAR	SCHOOL NAME	IN	1	2	3	4	5	6	OUT	COMMENTS
1	Wed		HS / JHS / ES / K								
2	Thu		HS / JHS / ES / K								
3	Fri		HS / JHS / ES / K								
4	Sat		HS / JHS / ES / K								
5	Sun		HS / JHS / ES / K								
6	Mon		HS / JHS / ES / K								
7	Tue		HS / JHS / ES / K								
8	Wed		HS / JHS / ES / K								
9	Thu		HS / JHS / ES / K								
10	Fri		HS / JHS / ES / K								
11	Sat		HS / JHS / ES / K								
12	Sun		HS / JHS / ES / K								
13	Mon		HS / JHS / ES / K								
14	Tue		HS / JHS / ES / K								
15	Wed		HS / JHS / ES / K								
16	Thu		HS / JHS / ES / K								
17	Fri		HS / JHS / ES / K								
18	Sat		HS / JHS / ES / K								
19	Sun		HS / JHS / ES / K								
20	Mon		HS / JHS / ES / K								
21	Tue	Vernal Equinox Day	HS / JHS / ES / K								
22	Wed		HS / JHS / ES / K								
23	Thu		HS / JHS / ES / K								
24	Fri		HS / JHS / ES / K								
25	Sat		HS / JHS / ES / K								
26	Sun		HS / JHS / ES / K								
27	Mon		HS / JHS / ES / K								
28	Tue		HS / JHS / ES / K								
29	Wed		HS / JHS / ES / K								
30	Thu		HS / JHS / ES / K								
31	Fri		HS / JHS / ES / K								

Please fill in your timesheet and fax it to the office by 10am

(052-229-1102) on the LAST SCHOOL DAY of EVERY MONTH