

Tibetan Language School - Attendance Records & Teacher's Pay Request Form

1st Quarter --- Jan 1, 20\_\_\_\_ to Mar 31, 20\_\_\_\_

Class Dates & Attendance (P/A)

Student Name

Table with 14 columns for dates and 15 rows for student names.

Payment # (Must Match Accounting System): \_\_\_\_\_

Check #: \_\_\_\_\_

Accountant Name: \_\_\_\_\_

Accountant Signature & Date: \_\_\_\_\_

Total Pay(\$) Request: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher's Signature & Date \_\_\_\_\_

President's Signature and Date: \_\_\_\_\_

**Tibetan Language School - Attendance Records & Teacher's Pay Request Form**

2nd Quarter --- Apr 1, 20\_\_\_\_ to Jun 31, 20\_\_\_\_

Class Dates & Attendance (P/A)													
Student Name													

**Payment #** (Must Match Accounting System): \_\_\_\_\_  
**Check #:** \_\_\_\_\_  
**Accountant Name:** \_\_\_\_\_  
**Accountant Signature & Date:** \_\_\_\_\_

**Total Pay(\$)** Request: \_\_\_\_\_  
**Teacher's Name:** \_\_\_\_\_  
**Teacher's Signature & Date** \_\_\_\_\_  
**President's Signature and Date:** \_\_\_\_\_

**Tibetan Language School - Attendance Records & Teacher's Pay Request Form**

3rd Quarter --- Jul 1, 20\_\_\_\_ to Sep 31, 20\_\_\_\_

Class Dates & Attendance (P/A)													
Student Name													

**Payment #** (Must Match Accounting System): \_\_\_\_\_

**Check #:** \_\_\_\_\_

**Accountant Name:** \_\_\_\_\_

**Accountant Signature & Date:** \_\_\_\_\_

**Total Pay(\$)** Request: \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

**Teacher's Signature & Date** \_\_\_\_\_

**President's Signature and Date:** \_\_\_\_\_

**Tibetan Language School - Attendance Records & Teacher's Pay Request Form**

4th Quarter --- Oct 1, 20\_\_\_\_ to Dec 31, 20\_\_\_\_

Student Name	Class Dates & Attendance (P/A)												

Payment # (Must Match Accounting System): \_\_\_\_\_  
Check #: \_\_\_\_\_  
Accountant Name: \_\_\_\_\_  
Accountant Signature & Date: \_\_\_\_\_

Total Pay(\$) Request: \_\_\_\_\_  
Teacher's Name: \_\_\_\_\_  
Teacher's Signature & Date \_\_\_\_\_  
President's Signature and Date: \_\_\_\_\_