

TIME CARD

Name:

Clinical Site(s):

Your TIME CARD should be filled out and signed (by staff at your clinical site) indicating your time of arrival and departure each day. If appropriate, include your lunch time. It is the student's responsibility each rotation day to check in and out by calling the classroom number and leaving a voice message. Check-in calls must be made by some office phone at the clinical site.

Date	Time In (Site Staff Member)	Check in: call 830-357-2675 upon arrival FROM OFFICE PHONE (for attendance and safety purposes)	Time Out (Site Staff Member)	Check out: call 830-357-2675 from office or cell phone (for attendance and safety purposes)	Staff Signature
Ex: 5/8	8:45 am	↓	11:45 am	↓	