

Filling Out Time Sheets

The LaRue Literacy Exercises

Created by Charles LaRue through a grant from the Minnesota Department of Education under the supervision of the Minnesota Literacy Council

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Comments and feedback are welcome.

Introduction:

How To Fill Out a Time Sheet

Students attending ESL and ABE classes in Minnesota have to fill out a time sheet to show the time they come to class and the time they go home. This is part of the time sheet for the week of October 20th to the 24th, 2003.

The English as a Second Language Program

Evening Classes: 6:30 to 8:30 pm, Tuesday & Thursday

Week of 10/20 - 24 2003	Tues In	Tues Out	Thurs In	Thurs Out
Nasir Ali				

When Ali Nasir came in on Tuesday he wrote the time 6:30, and his initials "NA", in the "In" column.

Week of 10/20 - 24 2003	Tues In	Tues Out	Thurs In	Thurs Out
Nasir Ali	6:30 NA			

When he left he wrote the time 8:30, and his initials, in the "Out" column.

Week of 10/20 - 24 2003	Tues In	Tues Out	Thurs In	Thurs Out
Nasir Ali	6:30 NA	8:30 NA		

Thursday he came in on time, and wrote 6:30 in the “In” column. But he had to leave early, so he wrote 7:30 in the “Out” column.

Week of 10/20 - 24 2003	Tues In	Tues Out	Thurs In	Thurs Out
Nasir Ali	6:30 <i>NA</i>	8:30 <i>NA</i>	6:30 <i>NA</i>	7:30 <i>NA</i>

This is part of the time sheet for the week of September 15th to the 19th, 2003.

The Adult Education Program

ABE Classes

Morning Classes: 9:00 am to 11:30 am, Monday, Wednesday and Friday

Week of 9/15 - 19 2003	Mon In	Mon Out	Wed In	Wed Out	Fri In	Fri Out
Karim Albaz						

Karim Albaz came in on time on Monday. He wrote 9:00 and his initials KA.

Week of 9/15 - 19 2003	Mon In	Mon Out	Wed In	Wed Out	Fri In	Fri Out
Karim Albaz	9:00 <i>KA</i>					

He left on time Monday and wrote 11:30 and his initials.

Week of 9/15 - 19 2003	Mon In	Mon Out	Wed In	Wed Out	Fri In	Fri Out
Karim Albaz	9:00 <i>KA</i>	11:30 <i>KA</i>				

Wednesday he came late at 10:00 and left on time at 11:30.

Week of 9/15 - 19 2003	Mon In	Mon Out	Wed In	Wed Out	Fri In	Fri Out
Karim Albaz	9:00 <i>KA</i>	11:30 <i>KA</i>	10:00 <i>KA</i>	11:30 <i>KA</i>		

This is the complete time sheet for the week of October 20th to the 24th, 2003.

The English as a Second Language Program

Evening Classes: 6:30 to 8:30 pm, Tuesday & Thursday

Week of 10/20 - 24 2003	Tues In	Tues Out	Thurs In	Thurs Out
Nasir Ali	6:30 <i>NA</i>	8:30 <i>NA</i>	6:30 <i>NA</i>	7:30 <i>NA</i>
Tam Tran	6:30 <i>TT</i>	8:30 <i>TT</i>	6:30 <i>TT</i>	8:30 <i>TT</i>
Minh Nguyen	6:30 <i>MW</i>	8:30 <i>MW</i>	6:30 <i>MW</i>	8:30 <i>MW</i>
Maria Rivera	7:00 <i>MR</i>	8:30 <i>MR</i>	7:00 <i>MR</i>	8:30 <i>MR</i>
Yer Vang	6:30 <i>YV</i>	7:30 <i>YV</i>		

Tam Tran came to class on time and left on time, both Tuesday and Thursday.

Minh Nguyen came at 6:30 and stayed until 8:30 both nights.

Maria worked late so she didn't get to class until 7:00. She stayed until 8:30 both nights.

Yer came in on time at 6:30 on Tuesday, but only stayed until 7:30. He didn't come at all on Thursday.

This is the complete time sheet for the week of September 15th to the 19th, 2003.

The Adult Education Program

ABE Classes

Morning Classes: 9:00 am to 11:30 am, Monday, Wednesday and Friday

Week of 9/15 - 19 2003	Mon In	Mon Out	Wed In	Wed Out	Fri In	Fri Out
Karim Albaz	9:00 KA	11:30 KA	10:00 KA	11:30 KA	No Class	No Class
Juan Cortez	9:30 JC	11:30 JC	9:00 JC	11:00 JC		
Ivan Ivanov	9:00 II	11:30 II				
Liliya Ivanova	9:00 LI	11:30 LI	9:00 LI	11:30 LI		

Juan Cortez came late to class on Monday and left on time. He came on time Wednesday but left early.

Ivan Ivanov came and left on time Monday, but was absent on Wednesday.

Liliya Ivanova came and left on time both days.