



Sacramento City Unified School District
CHILD DEVELOPMENT DEPARTMENT

RESOURCE STAFF & VISITOR SIGN-IN/SIGN-OUT

All Resource Staff are required to sign in and out and indicate the reason(s) for the visit.
Teachers will submit these forms to Coordinators on the last day of each month.

Site: _____ Teacher: _____ Month/Year: _____

Date	Time IN	Time OUT	Name	Position	Purpose of Visit