Clay County Schools
Continuing Education Workshop
Sign-In Sheet

Workshop Title_____ Presenter_____
Workshop Location_____ Presenter_____
Workshop Date_____ Begin Time_____ End Time _____
Funding Source_____ No. of PD/CE. Hours_____

IMPORTANT: The employee ID is required before a stipend or PD/CE Credit can be issued. Failure to include the Employee ID will delay the processing of Stipends. Presenters and/or administrators should assure completion of all Employee ID Numbers before submitting to the Central Office.

Employee ID No.	Employee Name	Employee School	Stipend

Total of Stipends_____