

# *Ridgway Area School District*

## SIGN OUT LOGS

### **What is the Purpose of the Form?**

This form is to be maintained at each school office. Every employee who leaves the school building during the day must sign out and back in.

### **Who Should File the Form?**

Any employee who leaves the building during the school day.

### **Special Notes:**

If an employee leaves the school during a prep period, the trip must be work related. A reason for the trip must be included under destination.

Revised: October 2002

