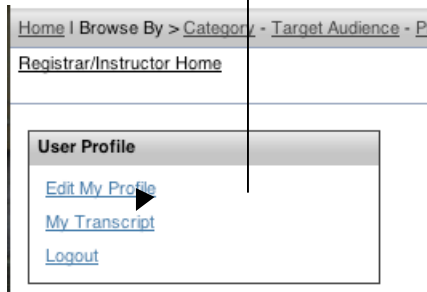


Printing your Clock Hour Form for Personnel

Go to: <http://staffdev.misd.k12.wa.us/>

Login using your Skyward login and password. If you have any login difficulties, please contact a Tech TOSA.

Select My Transcript



From the list of courses select Print for the class that you need the form.



It will take a short time for the form to process, don't give up! You will then have a PDF of the Clock Hour Attendance Form.

Print the form (to paper), sign section 3 and check an appropriate box in section 4.

There is no need for the instructor to sign the form, since Kathy Morrison's or Jennifer's Wright's signature is there.

Signed forms should be returned to Personnel.

A copy of the completed clock hour forms should be kept by the employee for their own records.