

Exchange City Attendance Sheets

School Name: _____ Date of Visit: _____

Shared School(s) (if applicable): _____

Number of Children: _____ Grade Level: _____

Arrival Time: _____ Departure Time: _____

Contact Person(s): _____

Phone Number: _____ Email Address: _____

Please fax/email attendance sheets to (816) 659-8547 or pneth@tlekc.org
at least 1 week prior to visit.

Instructions for completing the following pages:

- Use *Employee Distribution* to fill out the *Exchange City Attendance Sheets*. There should never be more than 10 employees in any business. Please use the following lists separated by business groups.
- Clearly print the First and Last Names of your school's students.
- Please print job title to the right of name.
- Also list each child's choice for Health Insurance. If yes, mark ✓. Health Insurance costs a total of \$2. A \$1 premium will be deducted directly from each paycheck. If a child does not wish to purchase Health Insurance, just leave the column blank.

Basic Information:

- Each child is assigned an account number for their checking account. Ask them to remember this number by writing this # on their EC checkbook.
- The Attendance Sheets are used to create citizen paychecks so correct information is very important. Once on-site, changes to this information are problematic and must be handled on a case by case basis.
- All citizens will be paid two Exchange City paychecks during their day. One additional paycheck will be given to teachers for use in the classroom.
- Please forward your attendance lists at least 1 week prior to your visit. Only forward the list for your school. There is no need to forward attendance for other schools.

Attendance Sheet

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Shop #1: City Administration (Acct # 10-19)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		

Shop #2: Arvest Bank (Acct# 20-29)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		

Attendance Sheet

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Shop #3: Corner Café (Acct# 30-39)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	30		
	31		
	32		
	33		
	34		
	35		
	36		
	37		
	38		
	39		

Shop #4: Distribution (Acct# 40-49)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	40		
	41		
	42		
	43		
	44		
	45		
	46		
	47		
	48		
	49		

Attendance Sheet

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Shop #5: EC Communications (Acct# 50-59)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	50		
	51		
	52		
	53		
	54		
	55		
	56		
	57		
	58		
	59		

Shop #6: EC News (Acct# 60-69)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	60		
	61		
	62		
	63		
	64		
	65		
	66		
	67		
	68		
	69		

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Shop #7: ECLX Radio (Acct# 70-79)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	70		
	71		
	72		
	73		
	74		
	75		
	76		
	77		
	78		
	79		

Shop #8: Health & Wellness (Acct# 80-89)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	80		
	81		
	82		
	83		
	84		
	85		
	86		
	87		
	88		
	89		

Attendance Sheet

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Shop #9: International Bazaar (Acct# 90-99)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	90		
	91		
	92		
	93		
	94		
	95		
	96		
	97		
	98		
	99		

Shop #10: Arvest Asset Management (Acct# 100-109)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	100		
	101		
	102		
	103		
	104		
	105		
	106		
	107		
	108		
	109		

Attendance Sheet

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Shop #11: Nature Studio (Acct# 110-119)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	110		
	111		
	112		
	113		
	114		
	115		
	116		
	117		
	118		
	119		

Shop #12: Public Works (Acct# 120-129)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	120		
	121		
	122		
	123		
	124		
	125		
	126		
	127		
	128		
	129		

Attendance Sheet

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Shop #13: Sports Stop (Acct# 130-139)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	130		
	131		
	132		
	133		
	134		
	135		
	136		
	137		
	138		
	139		

Shop #14: Tech Time (Acct# 140-149)

Employee Name (First and Last)	Acct #	Job Title	Insurance ✓
	140		
	141		
	142		
	143		
	144		
	145		
	146		
	147		
	148		
	149		