**PLEASE CHECK IN IF YOU WILL BE IN THIS OFFICE FOR MORE THAN 15 MINUTES.**

**WEEK OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **NAME** | **ADDRESS** | **PHONE** | **EMERGENCY CONTACT INFO** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
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