application for college leaving certificate Workbook

Application for College Leaving Certificate: A Comprehensive Guide

Application for college leaving certificate is a formal request made by students who wish to leave their current educational institution and seek an official document certifying their departure. This certificate is an essential document that serves as proof of a student's academic history and clearance from the institution. Whether a student is transferring to another college, taking a break, or discontinuing their studies, obtaining a leaving certificate is a critical step in their academic journey.

In this article, we will explore the importance of the college leaving certificate, the process of applying for it, the necessary documents, tips for a successful application, and frequently asked questions. This comprehensive guide aims to assist students in understanding the procedure and ensuring a smooth transition from their current college to their next academic destination.

Understanding the College Leaving Certificate

What is a College Leaving Certificate?

A college leaving certificate, also known as a transfer certificate or T.C., is an official document issued by an educational institution confirming that a student has been enrolled in the college and has been permitted to leave. It contains vital information such as the student's name, course details, duration of study, conduct, and the reason for leaving.

Why is the Leaving Certificate Important?

- **Transfer to another institution:** Most colleges require a leaving certificate for admission elsewhere.
- **Proof of completion or discontinuation:** Serves as evidence of the student's academic record and conduct.
- **Legal and administrative purposes:** Used for various formalities, including visa applications, scholarships, and employment.
- **Record maintenance:** Helps the student maintain a record of their academic history.

When and Why to Apply for a College Leaving Certificate

Situations Requiring a Leaving Certificate

- Changing colleges or universities for higher studies.
- Discontinuing studies due to personal reasons or health issues.
- Relocation to a different city or state.
- Completion of the course and seeking a formal record of the academic journey.

Timing for Applying

It is advisable to apply for the leaving certificate well before the intended date of transfer or discontinuation. Most institutions require a notice period, often ranging from a few days to a month, to process the application and issue the certificate.

Steps to Apply for a College Leaving Certificate

Step 1: Obtain the Application Form

The first step involves collecting the prescribed application form from the college's administrative office or downloading it from the official college website if available. Some colleges also provide online application options.

Step 2: Fill Out the Application Form

Complete the form with accurate details such as:

- Student's full name
- Registration or roll number
- Course and year of study
- Reason for leaving
- Date of application
- Address and contact details

Step 3: Attach Necessary Documents

Prepare and submit the following documents along with the application:

- Previous academic transcripts or mark sheets
- Identity proof (Aadhar card, student ID, etc.)

- Fee receipt or payment proof
- Migration or transfer certificate (if applicable)
- Conduct or character certificate from the college

Step 4: Submit the Application

Submit the completed form and documents to the college's administrative or examination office. Ensure that you obtain an acknowledgment receipt or a copy of the submission for future reference.

Step 5: Pay the Required Fees

Most colleges charge a nominal fee for processing the leaving certificate. Pay the fee as instructed and keep the receipt.

Step 6: Wait for Processing

The college administration will verify the documents, ensure all dues are cleared, and check the student's conduct. The processing time varies but typically takes from a few days to a couple of weeks.

Step 7: Collect the Leaving Certificate

Once approved, visit the college to collect the leaving certificate in person or receive it via postal mail if the institution offers that service.

Necessary Documents for Applying

- Application form for leaving certificate
- Identity proof
- Fee payment receipt
- Mark sheets and academic transcripts
- Conduct or character certificate
- Migration or transfer certificate (if applicable)
- Other college-specific documents

Tips for a Smooth Application Process

- Apply well in advance to avoid last-minute hurdles.
- Ensure all documents are up to date and accurate.

- Clear all dues, including tuition fees and library fines, before applying.
- Maintain a polite and professional attitude when communicating with college staff.
- Keep copies of all submitted documents and receipts.
- Follow up if the process takes longer than expected.

Frequently Asked Questions (FAQs)

1. Can I get a college leaving certificate without clearing dues?

No, most colleges require students to settle all outstanding dues before issuing the leaving certificate. Ensure that all fees, library fines, and other charges are paid.

2. How long does it take to receive the leaving certificate?

The processing time varies by institution. Typically, it ranges from 3 to 15 days after submitting the application and completing all formalities.

3. Is a leaving certificate necessary for transferring to another college?

Yes, most colleges require a valid leaving certificate for admission to a new institution. It serves as proof of your previous enrollment and conduct.

4. Can I apply for a leaving certificate online?

Many colleges now offer online application facilities. Check your institution's official website for specific procedures and online application options.

5. What if I lose my leaving certificate?

If the certificate is lost, contact the college administration immediately. You may need to apply for a duplicate certificate, which may involve a formal request and fee.

Conclusion

The **application for college leaving certificate** is a crucial step for students planning to transition from their current college. By understanding the process, preparing the necessary documents, and following the right procedures, students can ensure a seamless transfer and maintain a good record of their academic history. Always keep track of deadlines, communicate politely with college authorities, and ensure all dues are cleared to avoid delays. A well-managed application process not only facilitates your academic mobility but also reflects positively on your professionalism and responsibility as a student.

Application for College Leaving Certificate: A Comprehensive Guide

The process of obtaining a college leaving certificate is a significant administrative step for students who intend to transfer to another institution, pursue higher studies elsewhere, or temporarily exit their current college. An application for college leaving certificate serves as an official request addressed to the college administration, seeking formal acknowledgment of a student's departure and the issuance of the requisite document. This article explores the detailed process of applying for a college leaving certificate, highlighting procedural steps, essential documentation, common challenges, and best practices to streamline the application.

Understanding the College Leaving Certificate

What is a College Leaving Certificate?

A college leaving certificate (CLC), also known as a transfer or migration certificate, is an official document issued by an educational institution confirming that a student has been enrolled and has officially left the college. It generally contains details like the student?s name, roll number, course details, conduct, and the reason for leaving.

Why is a Leaving Certificate Important?

- Legal and Academic Validity: It serves as proof of completion or discontinuation, which may be required by future institutions or employers.
- Transfer Process: Facilitates smooth transfer to another college or university.
- Record Keeping: Acts as a record of student?s academic history within the institution.

When and Why to Apply for a College Leaving Certificate

Situations Requiring a Leaving Certificate

Students may need to apply for a leaving certificate in various circumstances:

- Transfer to another college or university for higher studies.
- Change of academic program or specialization.
- Discontinuation of studies due to personal reasons or health issues.
- Migration to a different city or state.
- Completion of course and withdrawal from the institution.

Timing of Application

It is advisable to submit the application once the student has fulfilled all academic and fee obligations. Many colleges require students to clear any dues before processing the leaving certificate.

Step-by-Step Process of Applying for a College Leaving Certificate

- Preparing the Application

The application should be drafted in a formal tone, addressed to the Principal or the Head of the Institution. While some colleges provide specific formats, a simple handwritten or typed application with the following details is generally acceptable:

- Student?s full name
- Roll number or registration number
- Course and year of study
- Date of admission
- Date of leaving
- Reason for leaving
- Contact details
- A polite request for issuance of the leaving certificate

- Collecting Necessary Documents

Before submitting the application, students should gather relevant documents:

- Application letter (as prepared)
- Fee receipt or proof of payment of dues
- Identity proof (admission card, student ID)
- Academic transcripts (if required)
- No dues certificate (to confirm that all fees and dues are cleared)
- Migration or transfer form (if applicable)

- Submission of the Application

The student must submit the application to the college administration or the designated office. It is recommended to submit it in person to ensure proper acknowledgment, but some colleges also accept applications via email or postal mail.

- Follow-up and Processing

After submission, the college?s administration will process the request. This may involve verification of dues, conduct, and attendance records. The process duration varies across institutions, generally taking from a few days up to a couple of weeks.

- Collecting the Leaving Certificate

Once approved, the student is notified to collect the certificate. Some colleges issue the leaving certificate immediately, while others notify via email or phone. It?s essential to verify the correctness of the details mentioned in the document before leaving the institution.

Essential Components of a Leaving Certificate

A typical college leaving certificate contains the following information:

- College?s official letterhead
- Student?s name and photograph (if applicable)
- Admission and roll number
- Course, year, and duration
- Date of admission and departure
- Conduct and character assessment
- Reason for leaving (optional or as per college policy)
- Declaration of dues clearance
- Signature of the Principal or authorized officer
- College seal/stamp

Common Challenges and How to Address Them

- Pending Dues or Fees

Challenge: A student cannot receive the leaving certificate if any dues remain unpaid.

Solution: Ensure all pending fees, library fines, hostel charges, or other dues are cleared before applying.

- Conduct and Discipline Issues

Challenge: Poor conduct or disciplinary actions can delay or hinder the issuance.

Solution: Maintain good conduct throughout your stay and address any issues proactively with the administration.

- Incorrect or Incomplete Applications

Challenge: Errors in the application can result in delays.

Solution: Double-check all details for accuracy and completeness before submission.

- Lack of Proper Documentation

Challenge: Missing documents can cause rejection or delays.

Solution: Gather all necessary documents beforehand and keep copies for records.

Best Practices for a Smooth Application Process

- Plan Ahead: Initiate the application process well in advance, especially if you require the certificate for upcoming transfers or admission deadlines.
- Maintain Records: Keep copies of all submitted documents and receipts.
- Clear Dues: Settle all outstanding payments before applying.
- Follow College Protocols: Adhere to the formal procedures and formats prescribed by your institution.
- Communicate Effectively: Maintain polite communication with college staff and follow up if necessary.
- Verify Details: Check the accuracy of all information on the issued certificate.

Variations in Procedure Across Different Regions

While the core process remains similar, some regional or institutional variations exist:

- Government vs. Private Colleges: Public institutions often have standardized procedures, whereas private colleges may have their own forms and processes.
- Online Applications: Some universities and colleges have adopted digital platforms for application submissions and certificate issuance.
- Additional Documentation: Certain colleges may request character certificates from previous schools or other supporting documents.

Final Thoughts

Applying for a college leaving certificate is a straightforward yet essential administrative task that requires careful preparation and adherence to institutional protocols. A well-structured application, complete documentation, and timely submission can facilitate a smooth transition, whether you are transferring to another institution or concluding your academic journey at the current college. Being aware of the process and common challenges ensures that students can navigate this bureaucratic requirement efficiently, avoiding unnecessary delays and complications.

In conclusion, understanding the nuances of the application for college leaving certificate empowers students to manage their academic records proactively, paving the way for seamless academic mobility and future opportunities.

QuestionAnswer What is a college leaving certificate and why is it important? A college leaving certificate is an official document issued by an educational institution confirming that a student has completed or left their course. It is important for transferring to another college, applying for jobs, or further education, as it serves as proof of completion or departure. How can I apply for a college leaving certificate online? Many colleges now offer online application processes through their official websites. You typically need to fill out an application form, upload necessary documents, and pay any applicable fees. Check your college's official portal for specific instructions. What documents are required to apply for a college leaving certificate? Commonly required documents include your previous college ID, transfer or course completion certificate, identity proof, registration number, and sometimes a fee receipt or application form. How long does it take to process a college leaving certificate application? Processing times vary by institution but generally range from a few days to a few weeks. It?s advisable to check with your college?s administration for specific timelines. Is there any fee for issuing a college leaving certificate? Most colleges charge a nominal fee for issuing a leaving certificate. The amount varies depending on the institution, so it?s best to consult your college?s fee structure or administration. Can I get a duplicate college leaving certificate if I lose the original? Yes, you can request a duplicate leaving certificate by submitting an application along with an affidavit or relevant proof of loss, and paying the required fee. The process may involve verification by college authorities. What is the validity period of a college leaving certificate? A college leaving certificate is generally valid indefinitely as proof of your departure or completion. However, some institutions or authorities may have specific validity requirements for certain purposes. Can I apply for a college leaving certificate if I have pending dues? Most colleges require

all pending dues to be cleared before issuing a leaving certificate. Ensure your account is settled to avoid delays in obtaining the certificate. Are there any specific procedures for international students to apply for a college leaving certificate? International students should follow the same application procedures as domestic students but may need to provide additional documentation such as visas or passport copies. It's advisable to consult your college?s international student office for guidance.

Related keywords: college leaving certificate, application form, leave certificate request, school leaving documentation, transfer certificate application, student departure form, educational certificate request, academic clearance form, school exit application, student transfer documentation

LEAVING TIME

Understanding the Concept of Leaving Time

Leaving time is a phrase that resonates with many aspects of our lives, from the mundane act of departing a location to the profound moments of letting go or moving forward. Whether it?s leaving a job, ending a relationship, or simply bidding farewell to a place, understanding the importance and nuances of leaving time can help us navigate transitions more smoothly. In this article, we will explore the various dimensions of leaving time, its psychological impacts, practical considerations, and how to make the most of it during life's inevitable changes.

The Significance of Leaving Time in Personal Development

The Psychological Impact of Leaving Time

Leaving time is often accompanied by a complex mix of emotions such as relief, sadness, anxiety, or anticipation. Recognizing these feelings can help us process transitions healthily.

- Emotional Release: Leaving a situation often involves saying goodbye, which can be cathartic.
- Growth Opportunities: It provides a chance to reflect, learn, and grow from the experience.
- Fear of the Unknown: Anxiety about what?s next can be mitigated through preparation and positive outlooks.

The Role of Leaving Time in Personal Growth

Leaving a familiar environment or situation can be a catalyst for personal development.

- Building Resilience: Facing change strengthens mental toughness.
- Discovering New Opportunities: It opens doors to new experiences and skills.
- Clarifying Priorities: It helps individuals understand what truly matters to them.

Practical Considerations When Planning Leaving Time

Preparing for Departure

Proper preparation ensures a smooth transition and minimizes stress.

Checklist for Effective Leaving

- Notify Relevant Parties: Inform colleagues, friends, or authorities in advance.
- Organize Personal Belongings: Pack and label items systematically.
- Complete Pending Tasks: Wrap up projects or responsibilities.
- Arrange Final Logistics:

- Transportation
- Accommodation (if applicable)
- Financial settlements

Timing Is Everything

Choosing the right moment for leaving can significantly impact outcomes.

- Assess External Factors: Consider seasons, workload cycles, or personal circumstances.
- Plan for Peak and Off-Peak Periods: Avoid leaving during busy or critical times.
- Set a Realistic Timeline: Allow sufficient time for preparation and transition.

Legal and Formal Procedures

Some leaving scenarios require formal procedures.

- Employment: Notice periods, exit interviews, final settlements.
- Residency: Lease termination, utility disconnections.
- Education: Graduation formalities, transfer of records.

Different Types of Leaving Time

Leaving a Job

The decision to leave employment can be driven by various motives such as career growth, dissatisfaction, or relocation.

Key Steps for a Smooth Transition

- Give adequate notice (usually two weeks).
- Prepare an exit plan or transition document.
- Maintain professionalism to preserve relationships.

Leaving a Relationship

Ending a romantic relationship involves emotional considerations and practical steps.

Tips for Managing the Process

- Communicate honestly and respectfully.
- Allow space for emotions.
- Seek support from friends or counselors.

Leaving a Place or Location

Relocating to a new city, country, or home involves logistical planning.

Essential Steps

- Notify landlords or property managers.
- Arrange moving services.
- Update address with institutions and service providers.

Leaving a Phase or Stage in Life

Such as graduating or retiring.

Embracing the Change

- Celebrate achievements.
- Plan for the next chapter.
- Reflect on lessons learned.

Making the Most of Leaving Time

Embracing Change Positively

Transition periods are opportunities for renewal.

- Maintain a Positive Outlook: Focus on new possibilities.
- Create Closure: Say proper goodbyes and express gratitude.
- Reflect on the Experience: Understand what was learned.

Strategies to Ease Transition

- Plan Ahead: Prepare well in advance.
- Seek Support: Rely on friends, family, or professionals.
- Stay Organized: Keep track of important documents and tasks.
- Practice Self-Care: Manage stress through activities like exercise, meditation, or hobbies.

The Role of Mindfulness in Leaving Time

Being present during transitions can reduce anxiety.

- Practice mindfulness meditation.
- Focus on the current moment rather than future uncertainties.
- Cultivate acceptance and patience.

Challenges Associated with Leaving Time

Fear of Loss and Uncertainty

Leaving can evoke fear of the unknown or regret over past decisions.

Managing Guilt and Sadness

It?s common to feel guilt or sadness, especially when leaving behind people or places we care

about.

Overcoming Procrastination

Sometimes, delaying departure due to fear or inertia can complicate transitions.

Tips for a Smooth Transition When Leaving

- Set Clear Goals: Know what you want to achieve or avoid.
- Create a Timeline: Break down tasks into manageable steps.
- Communicate Effectively: Keep open lines of communication with involved parties.
- Prepare Emotionally: Acknowledge feelings and seek support if needed.
- Focus on the Future: Keep sight of your goals and aspirations.

Conclusion

Leaving time is an inevitable and integral part of life?s journey. Whether it?s leaving a job, ending a relationship, or moving to a new place, how we approach these transitions can profoundly influence our personal growth and happiness. By understanding the psychological, practical, and emotional facets of leaving time, and by planning thoughtfully, we can turn moments of departure into opportunities for renewal and positive change. Embracing leaving time with mindfulness, preparation, and an open mind allows us to navigate life?s transitions with resilience and grace, paving the way for new beginnings and enriching experiences.

Leaving Time: An In-Depth Exploration of the Concept, Its Significance, and Its Impact on Human Behavior

In an increasingly fast-paced world, the concept of leaving time has garnered significant attention across various disciplines, from psychology and sociology to philosophy and time management. While seemingly straightforward?simply the act of departing from a place or situation?leaving time encompasses a complex interplay of emotional, cognitive, and social factors that influence how and when individuals choose to leave, how they perceive the act, and its broader implications on personal well-being and societal functioning. This comprehensive review aims to unpack the multifaceted nature of leaving time, examining its psychological underpinnings, cultural variations, practical applications, and the challenges it presents in contemporary life.

Understanding Leaving Time: Definitions and Dimensions

At its core, leaving time refers to the moment or process of departing from a location, relationship, or state of being. However, the significance of this act transcends mere physical movement, touching

upon emotional closure, timing, anticipation, and decision-making.

Key Dimensions of Leaving Time:

- Temporal Perception: How individuals perceive the timing of their departure?whether early, timely, or delayed?can influence emotional outcomes and future behavior.
- Emotional State: Feelings such as regret, relief, anxiety, or sadness are often intertwined with leaving.
- Contextual Factors: The circumstances surrounding departure, including social norms, personal goals, and external pressures.
- Decision-Making Processes: The cognitive mechanisms that lead to the choice of when and how to leave.

Understanding these dimensions provides a foundation for exploring the deeper implications of leaving time.

The Psychological Underpinnings of Leaving Time

Psychologists have long studied the emotional and cognitive processes involved in leaving, especially in contexts such as relationships, careers, or life stages. Several theories shed light on how individuals approach leaving time.

Attachment Theory and Leaving

Attachment theory suggests that emotional bonds influence how and when individuals decide to leave. For example:

- Secure Attachment: Individuals with secure bonds may find it easier to leave, perceiving departure as a natural progression.
- Insecure Attachment: Those with anxious or avoidant attachments might experience heightened anxiety or resistance, delaying departure or feeling guilt.

Time Perception and Decision-Making

Research indicates that perceptions of time can distort decision-making:

- Procrastination: Delaying leaving due to fear of change or uncertainty.
- Time Anxiety: Stress about the appropriate timing, leading to premature or delayed departure.

- Temporal Discounting: Underestimating future benefits or costs associated with leaving.

Grief and Closure

Leaving, especially in emotional contexts like ending a relationship, often involves grief and the pursuit of closure. The timing of departure can significantly affect the grieving process, with premature leaving potentially leading to unresolved feelings, while delayed departure might prolong suffering.

Cultural Perspectives on Leaving Time

Cultural norms and values profoundly influence attitudes toward leaving. Practices and expectations vary widely across societies.

Western Cultures

Western societies often emphasize individual autonomy and personal choice, leading to:

- Valuing timely departures to pursue personal growth.
- Viewing leaving as a sign of independence or self-determination.
- Emphasizing closure and moving forward quickly.

Eastern Cultures

Many Eastern cultures prioritize harmony and collective well-being, which can influence leaving behaviors:

- Delayed departure to maintain social harmony.
- Emphasis on duty and responsibility, sometimes leading to staying longer than personally comfortable.
- Use of indirect communication and non-verbal cues to signal departure.

Implications of Cultural Variations

Understanding these cultural differences is essential for cross-cultural interactions, conflict resolution, and designing effective interventions related to leaving behaviors.

Practical Applications of Leaving Time in Various Domains

The concept of leaving time manifests in numerous real-world scenarios, each with unique challenges and strategies.

Relationship Endings

Deciding when and how to leave a relationship involves complex emotional considerations:

- Recognizing signs that a relationship has run its course.
- Timing the breakup to minimize harm.
- Managing emotional aftermath for both parties.

Career Transitions

Leaving a job or career path requires strategic planning:

- Identifying the right moment for resignation.
- Preparing financially and emotionally.
- Navigating the social dynamics of departure.

Life Transitions and Aging

As individuals age, decisions about leaving homes, communities, or roles become critical:

- Timing moves to optimize quality of life.
- Addressing emotional attachments and memories.
- Planning for independence or support systems.

End-of-Life Considerations

In healthcare and palliative contexts, leaving time involves decisions about treatment cessation, hospice care, and personal wishes, often intertwined with ethical and emotional factors.

The Challenges and Controversies Surrounding Leaving Time

Despite its universality, leaving time poses numerous dilemmas and controversies.

Procrastination and Avoidance

Procrastination in leaving can lead to adverse outcomes such as missed opportunities, emotional entrapment, or increased suffering.

Guilt and Emotional Barriers

Feelings of guilt, obligation, or fear can delay necessary departures, affecting mental health.

Societal Expectations and Pressure

External pressures often influence leaving decisions, sometimes leading to conflicts between personal desires and social norms.

Ethical Dilemmas

Questions arise about the morality of leaving certain situations, especially when vulnerable individuals are involved, such as in elder care or caregiving scenarios.

Strategies for Managing Leaving Time Effectively

Given the complexities involved, several strategies can aid individuals in navigating leaving decisions:

- Self-Reflection: Regularly assess personal needs, feelings, and goals related to departure.
- Timing Analysis: Consider external factors and personal readiness to determine optimal timing.
- Seeking Support: Engage trusted friends, family, or professionals for guidance.
- Planning and Preparation: Develop clear plans to facilitate a smooth transition.
- Acceptance and Closure: Embrace the emotional aspects of leaving to foster closure and well-being.

Conclusion: The Significance of Leaving Time in Human Experience

Leaving time is far more than a simple act of departure; it encapsulates a vital aspect of human life that influences emotional health, social relationships, cultural identity, and personal growth. Understanding its psychological foundations, cultural variations, and practical implications offers valuable insights into how humans navigate change, transition, and the inevitable passage of time.

As our world continues to accelerate and evolve, mastering the art of leaving?timely, thoughtful, and aligned with personal values?becomes essential. Whether ending a relationship, changing careers, or facing life's final chapters, the ability to understand and manage leaving time can significantly enhance well-being, foster resilience, and support meaningful transitions. Recognizing the profound

importance of this concept encourages a mindful approach to departure, ultimately enriching the human experience in its continuous journey through time.

QuestionAnswer What is leaving time and why is it important? Leaving time refers to the scheduled or expected time when an individual departs from a location or event. It is important for time management, punctuality, and coordinating with others to ensure smooth transitions and avoid delays. How can I effectively manage my leaving time to avoid being late? To manage your leaving time effectively, plan ahead, set reminders, account for travel time and potential delays, and prepare in advance to ensure you leave on time. What are the common factors that influence leaving time in a workplace? Factors include workload, deadlines, workplace policies, commuting time, personal habits, and unexpected interruptions or emergencies. How does leaving time impact mental health and stress levels? Consistently leaving on time can reduce stress, improve work-life balance, and enhance mental well-being by preventing last-minute rushes and feelings of being overwhelmed. Are there any apps or tools that can help track and optimize leaving time? Yes, apps like Google Calendar, Todoist, and commute-specific apps like Waze or Transit can help schedule, remind, and optimize leaving times based on traffic and appointments. What are some tips for adjusting leaving time during unpredictable weather or traffic conditions? Build buffer time into your schedule, check real-time traffic updates, plan alternative routes, and stay informed about weather forecasts to adjust your leaving time accordingly. How does cultural perception influence the concept of leaving time? Cultural norms dictate punctuality and the importance of leaving on time, with some cultures valuing promptness highly, while others may have a more relaxed attitude towards timekeeping. Can leaving time affect your professional reputation? Yes, consistently leaving late can be perceived as unprofessional or unreliable, while punctuality demonstrates responsibility and respect for others' time. What strategies can be used to communicate changes in leaving time to others? Use clear, timely communication through messages, calls, or notifications, and provide updates as soon as possible to help others adjust their plans accordingly.

Related keywords: departure time, exit time, check-out time, end of shift, quitting time, dismissal time, termination time, end of workday, sign-out time, clock-out time

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