

Long Prairie-Grey Eagle School District #2753

Personnel Activity Report 2020-2021

to be completed monthly

This form is used by employees paid with a portion of NCLB funds who are required to report Time Distribution Record Keeping certification. Reporting of time and effort is required if the work involved is split funded between federal and local dollars. To be completed weekly, turned in monthly, and kept in a personnel file for audit purposes. Record hours paid from 21st Century Community Learning Grant only.

Name: _____

Reporting period (Month): _____

ACTIVITIES	<i>Sample Hours</i>	Week 1 Hours	Week 2 Hours	Week 3 Hours	Week 4 Hours	Week 5 Hours
	Direct instruction during school day					
Direct interaction with Title I Students						
Direct interaction & Prep TAP Students–21 st CCLC	2.4					
Consultation with Teachers Consult with paraprofessionals						
Consultation with Supervisor						
In-service/Staff Development/Staff Meetings						
Preparation (lessons, materials, etc.)						
Record Keeping						
Other						
Total:	2.4					

I have performed the above duties as described.

I certify that to the best of my knowledge the above named employee has performed the above duties as described.

Employee Signature

Date

Supervisor Signature

Date