

Semiannual Certification

Date: _____

Federal Staff Certification

This is to certify that the following individuals have worked **100%** of their time during the last six months under the cost objective identified below.

| First Name | Last Name | Grant | Position | School | Signature |
|------------|-----------|---------|------------------|--------------------|-----------|
| Ima | Worker | IDEA | Co-Teacher | Kimery M.S. | _____ |
| Happy | Camper | IDEA | Resource Teacher | Benton High | _____ |
| Ura | Tutor | Title I | Paraprofessional | Eccard Junior High | _____ |

Signature of Supervisor: _____ Date: _____

SAMPLE

Semiannual Blanket Time Certification Form

Kimery Public School District

Date _____

This is to certify that the following individuals have worked 100% of their time during the last six Months under cost objective Individuals with Disabilities Education Act (IDEA), Part B

| POSITION | PRINTED NAME | SIGNATURE |
|---------------------------|--------------|-----------|
| - Teacher | _____ | _____ |
| - Teacher | _____ | _____ |
| - Teacher | _____ | _____ |
| - Teacher | _____ | _____ |
| - Teacher | _____ | _____ |
| - Instructional Assistant | _____ | _____ |
| - Tutor | _____ | _____ |

I HAVE FULL KNOWLEDGE OF 100% OF THESE ACTIVITIES:

- PRINCIPAL _____

SAMPLE

Multiple Objective Employee

Federal Salary Certification - Personnel Activity Report (PAR)

Partially Funded Employees Fiscal Year: 2009-2010

School: Bentonville

Employee Name: Steve Worker

Position: Instructional Paraprofessional FTE: .40

Grant: IDEA, Part B

Time Period Covered: 11/8/06 – 11/12/06 Monday through Friday

8:30 – 9:00 - Playground supervision

9:10 – 10:00 - Room 101 - Classroom support: Assist students in completing assignments, reinforce vocabulary, reread story selections for fluency

10:10 – 11:00 - Computer Lab - Locate and align lessons to classroom instruction, assist students individually

11:05 – 11:45 - Small group work to reinforce lessons taught during the morning

11:45 – 12:30 - Lunch Break

12:30 – 1:30 - Math Room 10 - Provide small group support in assignment completion

1:30 – 2:30 - Math Room 14 - Small group and individual support

2:45 – 3:15 - Study Hall - Provide individual and small group support in assignment completion in the areas of reading and math

SAMPLE

Multiple Objective Employee Personnel Activity Report

**Federal Salary Certification
Personnel Activity Report
2009-2010**

Location: Howard Public School District

Employee Name: Smith, Jane

Grant: IDEA, Part B

I hereby certify that .20 FTE of my time was spent working as a Resource Teacher.

| Month | Signature |
|-----------|-----------|
| July | |
| August | |
| September | |
| October | |
| November | |
| December | |
| January | |
| February | |
| March | |
| April | |
| May | |
| June | |

SAMPLE

**Multiple Cost Objective
Employee Personnel Activity Report**

Marilynville School District Personnel Activity Report

Employee: Chris Eccard

Title: Psychologist

Reporting Period: April 1- 30, 2010

Fiscal Year: 2010

| Cost Objective | Program | Distribution of Time | Number of Hours of Time |
|-----------------------|------------------------|-----------------------------|--------------------------------|
| Special Education | IDEA Flow-Through | 15% | 26.5 |
| Special Education | Non-Federal Activities | 70% | 123 |
| Regular Education | Non-Federal Activities | 15% | 26.5 |
| Indirect Time | Vacation / Sick Leave | <u>0%</u> | <u>0</u> |
| | | Totals: | 100% |
| | | | 176 |

SAMPLE