

<u>○</u>	Administrator	<u>○</u>	Secretary
<u>○</u>	Teacher	<u>○</u>	Other

## Quarter \_\_\_\_\_ Year \_\_\_\_\_

1. School personnel must keep the Weekly Log Sheet and the Record of Activities Performed Sheet as verification of their time claimed.
2. Use a new Weekly Log Sheet for each quarter. Record and total time in minutes and then convert to hours.
3. This Weekly Log Sheet is kept on file for 5 years. It is an integral part of this school's claim for State of Ohio reimbursement. Daily recording of time and activities will help ensure the accuracy of your claim.

Claimant's Signature

Principal's Approval/Signature

Date \_\_\_\_\_

**TIME SPENT - Recorded in Minutes and Converted to Hours (Please use a pen.)**

[illegible]

SF-240 A  
09/02

Name \_\_\_\_\_

School \_\_\_\_\_

City \_\_\_\_\_

\_\_\_\_\_ Administrator

\_\_\_\_\_ Secretary

\_\_\_\_\_ Teacher

\_\_\_\_\_ Other

\_\_\_\_\_

- RECORD OF ACTIVITIES PERFORMED SHEET

Quarter \_\_\_\_\_ Year \_\_\_\_\_
1. School personnel must keep the Record of Activities Performed Sheet and the Weekly Log Sheet as verification of their time claimed.

2. Use a new Record of Activities Performed Sheet for each quarter.

3. Specify the type(s) of services performed for which you claimed reimbursement in minutes on the Weekly Log Sheet and Converted to hours.

4. This sheet must be kept on file for 5 years. Daily recording of activities performed will help ensure the accuracy of your claim.

\_\_\_\_\_

Claimant’s Signature

\_\_\_\_\_

Principal’s Approval/Signature

\_\_\_\_\_

Date

CATEGORIES	SPECIFIC ACTIVITIES PERFORMED
1. Governance and Organizational Leadership 3301-35-02	
2. Strategic Planning and Continuous Improvement 3301-35-03	
3. Student and Other Stakeholder Focus 3301-35-04	
4. Faculty and Staff Focus 3301-35-05	
5. Educational Programs and Support 3301-35-06	
6. Using Data to Improve Performance Results 3301-35-07	
7. Procedures for Evaluation and Intervention 3301-35-11	
8. Chartered Nonpublic Schools 3301-35-12	
9. Entry Year 3301-24-04	
10. Professional or Associate License Renewal 3301-24-08	
11. Transportation of Pupils 3317.063	
12. Federally Funded Education Programs 3317.063	
13. Unemployment and Worker’s Compensation 3317.063	
14. Other	