

****ALL HIGHLIGHTED AREAS NEED YOUR ATTENTION. THEY EITHER NEED TO BE AMENDED OR DELETED****

School Wide Examples of Time and Effort

Example 1

School's Letterhead

I, staff member certify that I spent 100% of my time working as a teacher for the School Wide Program from September 1, 20xx to February 28, 20xx .

Employee's signature

Date (after the fact)

Example 2

School: Pine Tree Elementary

Employee:

Program: School Wide Program

Period: March 1, 20xx to August 31, 20xx

I certify 100% of my time was spent working in the School Wide program.

Signature

Date (after the fact)

Note: You can amend the affirmation statement in example 2 to read, "I _____ (Supervisor's Name) certify to the best of my knowledge the staff named above spent **100%** of their time working in the School Wide Program." This would need to be signed by the supervisor. **Statements must contain the name of school/district if not using the School's Letterhead, name of staff member, their position, what Federal Grant is their work associated with (Title I activities, Title II activities, School-wide activities, etc.), and account for 100% of their time.**