**School Identification**

**PERSONNEL ACTIVITY REPORT**

**(PAR)**

**\*This form should be used for personnel working on multiple cost objectives that do not have a consistent schedule\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pay Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Position Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **DATE** | **FUNDING SOURCE and # of Hrs. OF TIME IN RELATION TO 100%** | | | **DESCRIPTION OF ACTIVITIES** |
|  | **TITLE IA** | **SPEC ED** | **LOCAL** |  |
| **1/5/11** | **4** |  | **4** | **Worked with targeted Title IA students on reading; performed general reading services** |
| **1/6/11** | **4** |  | **4** | **Worked with targeted Title IA students on reading; performed class modeling of strategies for high level literacy students** |
| **1/7/11** | **4** |  | **4** | **Worked with targeted Title IA students on reading; performed general reading services** |
| **1/8/11** |  |  | **8** | **Substitute taught Grade 4** |
| **1/9/11** | **4** |  | **4** | **Worked with targeted Title IA students on reading; performed general reading services** |
| **1/12/11** | **8** |  |  | **Worked with targeted Title IA students and reviewed Title IA student progress data.** |
| **1/13/11** |  |  | **8** | **Mentored new class room teacher on Core Reading Curriculum** |
| **ETC.** |  |  |  |  |
| **TOTAL** | **24 hrs** |  | **32 hrs** |  |
|  | **43%** |  | **57%** |  |

In preparing personnel activity reports, please note the following:

1. • The reports must be based on an after-the-fact determination of the employee’s actual activities (i.e., these cannot be estimated in advance). For example, the distribution of time might be determined based on notes from personal calendars and/or reasonable estimates of time spent on various activities.
2. • All of the employee’s compensated time must be accounted for in these reports. This would include time spent on activities in addition to the Federally-supported project(s), as well as leave (sick/vacation/holiday), administrative duties, etc.
3. • The reports must be signed by the employee or a responsible supervisory official.

***I have performed the above duties as described.***

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# Employee Signature Date