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

**School Wide Examples of Time and Effort**

**Example 1**

Letterhead

I, \_\_\_staff member\_\_\_\_\_\_ certify that I spent 100% of my time working as a teacher for the School Wide Program from \_\_September 1, 2016\_\_\_\_\_to \_\_February 28, 2017\_ .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s signature Date (after the fact)

**Example 2**

School: \_\_\_AOS 77 Pembroke\_\_

Employee: \_\_\_\_\_ \_\_\_\_\_

Program: \_\_School Wide Program\_

Period: \_March 1, 2016\_\_\_\_\_to \_\_August 31, 2016\_\_\_\_\_\_\_\_\_\_\_\_

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. These are two examples, you only need to have one for each employee. All time and effort certification should be signed and dated after the fact.