**\*\*ALL HIGHLIGHTED AREAS NEED TO BE AMENDED OR DELETED\*\***

**Example 1** – This would be signed by the employee.

I, print name of staff\_ certify that I spent 100% of my time as the ESEA Coordinator for Title I and Title II, from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

Signature Date (after the fact)

**Example 2** – This would be signed by an immediate supervisor.

I, \_\_\_\_\_printed name of supervisor certify that to the best of my knowledge (name of staff member printed)\_\_spent 100% of his/her time engaged in allowable Title IA activities for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

Supervisor’s Signature Date (after the fact)

**Example 3** – This would be signed by a facilitator of the meeting for professional development, immediate supervisor, building principal, or an administrator that is present at the location where the activities are taking place.

This is to certify that, to the best of my knowledge, the above named teachers spent 100% of their stipend time for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_ engaged in allowable Title IA activities and were paid with Title IA federal grant funds.

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

Print Signature and date (after the fact)

Supervisor Name (with first-hand knowledge)

**\*\*Please note the words can be amended to meet the needs of the district. \*\* The statement above is for stipend time but can be changed to just time. Title I activities, Title II activities, School-wide activities, etc. Statements should be on the school’s letterhead or a reference to the district/school they work for should be evident. These are three individual examples of affirmation statements; choose the best one to meet your needs. All highlighted areas warrant your attention.**