

****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 .

Employee 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.

Jane Doe, Title I Teacher

James Smith, Title I Ed Tech

This is to certify that, to the best of my knowledge, the above-named spent 100% of their stipend time for the period of to engaged in allowable Title IA activities.

Print Supervisor's Name
(with first-hand knowledge)

Signature and date (after the fact)

****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”. 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, Continuous School Improvement Tier III, School-wide activities, etc.), and account for 100% of their time.**