Alachua County Public Schools

Title I

Stipend Time & Effort Documentation Form

60 min = 1
45 min = .75
30 min = .5
15 min = .25
Round to nearest quarter hour.

School:_____ Activity Date(s):_____

Employee Name:_____ Employee ID#:_____

Funding Source: TIPA☐ TIPD☐ UniSIG☐ EEA☐ TSSSA-Rollover☐

Date of Activity	Session Time (beginning – ending)	Activity Description	Total Time of this Session *In Hours/Minutes*
(Sample)10/2/24	*8 a.m. – 2 p.m.*	*Book Study*	*5.25 (.75 lunch)*
(Sample)4/16/23	*11:15 a.m. – 3:15 p.m.*	*Data Chat*	*4*
		Total Hours/Minutes	

Participating Teacher Signature / Date

Instructional Intervention Coach or Lead Teacher / Date

MUST be attached to the SBAC Stipend Payroll Report Form