Title I

Personnel Activity Time and Effort Allocation Report

This document is a required monitoring instrument for Title I funding.

School Year:_____ Funding Source:_____ Project:_____

Employee:_____ Emp. I.D.:_____

Position:_____ School:_____

Month:_____ Year:_____ Employee Standard Daily Hours:_____

Employee time and effort is to be allocated: _____% Title I Basic and _____% Other.

On a daily basis this employee works: _____ hours in Title I Basic and _____ hours in other Other.

Day / Date	Daily Hours Worked	Percent Allocation	Reason for Leave

Monthly Average Allocation: I hereby certify that the information contained in this Personnel Activity Report accurately reflects 100% of the actual time and effort distribution of the monthly report.

Employee Signature:_____ Date:_____

Principal Signature:_____ Date:_____

Project Manager Signature:_____ Date:_____