

Personnel Activity Report Directions

Instructions:

- Fill out your full name and building
- Indicate total hours per day worked
- Choose job, federal program funded by and month
- Indicate federal time each month and Non-federal time each month
- Add your hours per month and percent of time per month for federal programs
- Add your hours per month and percent per month for non-federal programs
- Sign and date on the last work day of each month
- Obtain signature from the building administrator (Principal and/or Assistant Principal)
- Send copy or original to Rose Krick at the District Office