All employees that are paid with federal funds must keep records of their time worked.

**Semi-Annual Reporting**

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Job Title: |  |
| Work Location: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Reporting for time period | July 1, 2020 – December 31, 2020 | Please check here | 🗶 |
| Reporting for time period | January 1, 2021 – June 30, 2021 | Please check here |  |

For the period shown above, 100% of my time and effort was devoted to the federally-funded activity named below.

**Title I, Part A: Improving Academic Achievement of Disadvantaged Students-Basic Programs**

(Name of federally-funded grant)

I certify that the information provided above is correct.

Employee Signature                                              Date

Principal/Supervisor Signature                               Date

**Submit the completed and signed form to the Title I Office / Federal Programs Department**

**\*Submit by December 29 for first reporting period.**

**\*Submit by May 29 or the last day of their contract for the reporting period.**