North Dakota Department of Public Instruction
Sample Title I Time and Effort Log

Instructions:
If a staff member is paid by more than one funding source and does not have a fixed schedule, they must keep a time and effort log. Note: If a staff member is paid with Title I funds and they have a fixed schedule, they may choose to keep a schedule of their hours as documentation.

School District		**School**	
Name of Staff Member		**Supervisor**	
Date of Service	**Time**	**# of Hours**	**Scope of Service**
Total Hours ➲	_____ Hours	**I certify with my signature that the information submitted is accurate.**	
***Employee Signature**	**Date**	***Supervisor Signature**	**Date**

**Signatures must be dated AFTER the last date of service.*