Sample

North Dakota Department of Public Instruction
Title I Staff Fixed Schedule

Sample

Instructions:
Use this form if a staff member is paid with Title I funds and has a fixed schedule. Note: 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.

	Professional (Teachers)				Non-Professional (Aides/Paraprofessionals)			
Time Slots (List the time worked. For example, 9:00-9:30 a.m.)	**Name of Staff Member** (Name of Title I teacher)	**Students Worked With** (List names of students served during this time slot.)	**Subjects Covered** (Reading, math or other subject. Give description of skills in the subject area.)	**Grade Level of Student**	**Name of Staff Member** (Name of Title I aide/paraprofessional)	**Students Worked With** (List names of students served during this time slot.)	**Subjects Covered** (Reading, math or other subject. Give description of skills in the subject area.)	**Grade Level of Student**