

TIME AND EFFORT DOCUMENTATION

Example #1: Ms. Anderson is a certified special education teacher whose salary and benefits are paid with IDEA Part B federal funds and state revenue. She teaches students with IEP's only.

The district/LEA must have which of the following Time and Effort Documentation on file?

- a) Semi-Annual Certification form or Semi-Annual Certification (Alternative) form
- b) Annual Substitute System Management form & Substitute System Employee Certification form
- c) Monthly PAR
- d) None of the above

Example #2: Mr. Burns is employed at Eastern Elementary School as a speech pathologist. His salary and benefits are paid with state funds and local funds. He provides speech services to students with IEP's only.

The district/LEA must have which of the following Time and Effort Documentation on file?

- a) Semi-Annual Certification form or Semi-Annual Certification (Alternative) form
- b) Annual Substitute System Management form & Substitute System Employee Certification form
- c) Monthly PAR
- d) None of the above

Example #3: Miss Cox is a paraprofessional paid with IDEA Part B federal funds, Title funds, and local funds and has the following daily schedule:

8:00 am – 11:00 am Special Educ. Classes

11:00 am – 11:30 am Title I Class

11:30 am – 12:00 pm Lunch

12:00 pm – 2:00 pm Special Educ. Class

2:00 pm – 3:00 pm General Educ. Class

The district/LEA must have which of the following Time and Effort Documentation on file?

- a) Semi-Annual Certification form or Semi-Annual Certification (Alternative) form
- b) Annual Substitute System Management form & Substitute System Employee Certification form
- c) Monthly PAR
- d) None of the above

Example #4: Ms. Davis is employed at Bernard Elementary School as a paraprofessional. She provides services to both students with IEP's and without IEP's. Her schedule changes on a daily basis. She is paid with IDEA Part B federal funds, state funds, and local funds.

The district/LEA must have which of the following Time and Effort Documentation on file?

- a) Semi-Annual Certification form or Semi-Annual Certification (Alternative) form
- b) Annual Substitute System Management form & Substitute System Employee Certification form
- c) Monthly PAR
- d) None of the above

Example #5: Miss Edwards is employed at Bernard Elementary School as a speech therapist. She provides services to students with IEP's and non-IEP students and is paid state funds and local funds.

The district/LEA must have which of the following Time and Effort Documentation on file?

- a) Semi-Annual Certification form or Semi-Annual Certification (Alternative) form
- b) Annual Substitute System Management form & Substitute System Employee Certification form
- c) Monthly PAR
- d) None of the above

Example #6: Ms. Davis is a teacher paid with IDEA Part B federal funds and local funds and has the following daily schedule:

8:00 am – 11:00 am Special Educ. Classes

11:00 am – 11:30 am Lunch Duty

11:30 am – 12:00 pm Lunch

12:00 am – 1:00 pm Plan Time

1:00 pm – 3:00 pm Special Educ. Class

3:00 pm – 3:30 pm Bus Duty

The district/LEA must have which of the following Time and Effort Documentation on file?

- a) Semi-Annual Certification form or Semi-Annual Certification (Alternative) form
- b) Annual Substitute System Management form & Substitute System Employee Certification form
- c) Monthly PAR
- d) None of the above

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Example #1: Ms. Anderson is a certified special education teacher whose salary and benefits are paid with IDEA Part B federal funds and state revenue. She teaches students with IEP's only.

The district/LEA must have which of the following Time and Effort Documentation on file?

- a) **Semi-Annual Certification form or Semi-Annual Certification (Alternative) form**

Example #2: Mr. Burns is employed at Eastern Elementary School as a speech pathologist. His salary and benefits are paid with state funds and local funds. He provides speech services to students with IEP's only.

The district/LEA must have which of the following Time and Effort Documentation on file?

- d) **None of the above**

Example #3: Miss Cox is a paraprofessional paid with IDEA Part B federal funds, Title funds, and local funds and has the following daily schedule:

8:00 am – 11:00 am Special Educ. Classes
11:00 am – 11:30 am Title I Class
11:30 am – 12:00 pm Lunch
12:00 pm – 2:00 pm Special Educ. Class
2:00 pm – 3:00 pm General Educ. Class

The district/LEA must have which of the following Time and Effort Documentation on file?

- b) **Annual Substitute System Management form & Substitute System Employee Certification form**

Example #4: Ms. Davis is employed at Bernard Elementary School as a paraprofessional. She provides services to both students with IEP's and without IEP's. Her schedule changes on a daily basis. She is paid with IDEA Part B federal funds, state funds, and local funds.

The district/LEA must have which of the following Time and Effort Documentation on file?

- c) **Monthly PAR**

Example #5: Miss Edwards is employed at Bernard Elementary School as a speech therapist. She provides services to students with IEP's and non-IEP students and is paid state funds and local funds.

The district/LEA must have which of the following Time and Effort Documentation on file?

- d) **None of the above**

Example #6: Ms. Davis is a teacher paid with IDEA Part B federal funds and local funds and has the following daily schedule:

8:00 am – 11:00 am Special Educ. Classes
11:00 am – 11:30 am Lunch Duty
11:30 am – 12:00 pm Lunch
12:00 am – 1:00 pm Plan Time
1:00 pm – 3:00 pm Special Educ. Class
3:00 pm – 3:30 pm Bus Duty

The district/LEA must have which of the following Time and Effort Documentation on file?

- a) **Semi-Annual Certification form or Semi-Annual Certification (Alternative) form**