



**MOUNTAIN HOME SCHOOL DISTRICT 193**

470 North 3<sup>rd</sup> East P.O. Box 1390 Mountain Home, Idaho 83647-1390

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**TIME AND EFFORT REPORTING REQUIREMENTS PROCEDURE 3: TIME & EFFORT LOG**

**Form 3**

*Detailed Time Report for Mountain Home School District Staff  
 Multi-fund Employee (Federal Grant & Other Funds)*

Location: \_\_\_\_\_ Month: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_

| Day | Grant: |      | Other Fund: |      | Total Hours |
|-----|--------|------|-------------|------|-------------|
|     | Hrs.   | Task | Hrs.        | Task |             |
| 1   |        |      |             |      |             |
| 2   |        |      |             |      |             |
| 3   |        |      |             |      |             |
| 4   |        |      |             |      |             |
| 5   |        |      |             |      |             |
| 6   |        |      |             |      |             |
| 7   |        |      |             |      |             |
| 8   |        |      |             |      |             |
| 9   |        |      |             |      |             |
| 10  |        |      |             |      |             |
| 11  |        |      |             |      |             |
| 12  |        |      |             |      |             |
| 13  |        |      |             |      |             |
| 14  |        |      |             |      |             |
| 15  |        |      |             |      |             |
| 16  |        |      |             |      |             |
| 17  |        |      |             |      |             |
| 18  |        |      |             |      |             |
| 19  |        |      |             |      |             |
| 20  |        |      |             |      |             |
| 21  |        |      |             |      |             |
| 22  |        |      |             |      |             |
| 23  |        |      |             |      |             |
| 24  |        |      |             |      |             |
| 25  |        |      |             |      |             |
| 26  |        |      |             |      |             |
| 27  |        |      |             |      |             |
| 28  |        |      |             |      |             |

\*List below of numbered tasks can be changed to meet your needs. Use number instead of whole task information on form.

*"Committed to Learning Today for Tomorrow's World"*

- 1 School/Site visit
- 2 Meeting
- 3 Community/Parent contact
- 4 Professional Development
- 5 Extended Day
- 6 Material/Meeting Preparation
- 7 Sick
- 8 Other

Total Grant Hours: \_\_\_\_\_  
Total Other Fund Hours: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature