Daily Log Sheet Nonpublic Administrative Cost

Revised 05.2022

Ohio	Department
	of Education

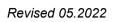
Claimant's Name: _		Claimant's Signature		Claimant's Position:	Admin	Secretary	Teacher	Other
School Name:		School Year:	Quarter:					
Principal Approval:		Date:						
	1. School personnel must keep the Daily Log Sheet and	the Record of Activities Performed Sheet as verificat	ion of their time claimed.					

- 2. Personnel must use a new Daily Log Sheet for each quarter. Record total time in minutes and then convert to hours.
- 3. Personnel must keep this Daily Log Sheet on file for five years. Daily recording of time and activities will ensure the accuracy of your claim.

TIME SPENT - RECORDED IN MINUTES AND CONVERTED TO HOURS

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Total Time
Date Range											Minutes Hours
Governance, Leadership and Strategic Planning 3301-35-02											
Student and Other Stakeholders Focus 3301-35-04											
3. Faculty and Staff Focus 3301-35-05											
Educational Programs and Support 3301-35-06											
5. Using Data to Improve Performance Results 3301-35-07											
6. Chartered Nonpublic Schools 3301-35-09											
7. Teacher Residency 3301-24-04											
8. Professional or Associate License Renewal 3301-24-08											
9. Transportation of Pupils 3327.01											
10. Federally Funded Education Programs 3317.063											
11. Unemployment and Workers Compensation 3317.063											
12. Pupil Appraisal 3317.063											
13. Health and Health Testing 3317.063											
14. Other											

Record of Activities Performed Sheet Nonpublic Administrative Cost



Department
of Education

Claimant's Name:	Claimant's Signature		Claimant's Position: Admin Secretary Teacher Other
School Name:	School Year:	Quarter:	
Principal Approval:	Date:		
 Personnel must use a new Record of Ac School personnel must specify, in minute 	I of Activities Performed Sheet and the Daily Log Sheet as verificativities Sheet for each quarter. es on the Daily Log Sheet and convert to hours, the type(s) of sive years. Daily recording of activities performed will help ensur	services performed for which the school	ol is claiming reimbursement.
Categories	Specific Activities Performed		
Governance, Leadership and Strategic Planning 3301-35-02			
Student and Other Stakeholder Focus 3301-35-04			
3. Faculty and Staff Focus 3301-35-05			
4. Educational Programs and Support 3301-35-06			
Using Data to Improve Performance Results 3301-35-07			
6. Chartered Nonpublic Schools 3301-35-09			
7. Teacher Residency 3301-24-04			
Professional or Associate License Renewal 3301-24-08			
9. Transportation of Pupils 3317.063			
10. Federally Funded Education Programs 3317.063			
11. Unemployment and Workers Compensation 3317.063			
12. Pupil Appraisal 3317.063			
13. Health and Health Testing 3317.063			
14. Other			