

Record of Activities Performed Sheet (SF-240A Page 1)

Nonpublic Administrative Cost

Revised 07.2017

Claimant's Name: _____ Claimant's Signature: _____ Claimant's Position: Administrator Secretary Teacher Other

School Name: _____ School Year: _____ Quarter: _____

Principal Approval: _____ Date: _____

1. School personnel must keep the Record of Activities Performed Sheet and the Daily Log Sheet as verification of their time claimed.
2. Personnel must use a new Record of Activities Sheet for each quarter.
3. School personnel must specify, in minutes on the Daily Log Sheet and convert to hours, the type(s) of services performed for which the school is claiming reimbursement.
4. School must keep this sheet on file for five years. Daily recording of activities performed will help ensure the accuracy of your claim.

Categories	Specific Activities Performed
1. Governance, Leadership, and Strategic Planning 3301-35-02	
2. Student and Other Stakeholder Focus 3301-35-04	
3. Faculty and Staff Focus 3301-35-05	
4. Educational Programs and Support 3301-35-06	
5. Data-driven Improvement 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 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	