

## QUARTERLY SUMMARY FORM

**EMPLOYEE'S NAME** \_\_\_\_\_ **Annual Salary** \_\_\_\_\_ **Hourly Rate** \_\_\_\_\_  
*(Gross Salary plus School Paid Benefits)* *(Annual Salary divided by the number of days worked per year, divided by the number of hours worked per day.)*

The Ohio Department of Education requires the employee complete this form, using the data from the employee's daily log. A Quarterly Summary is needed for each person performing required services. At the end of the school year, the accumulated hours multiplied by the person's hourly rate will yield the dollar amount. This information may be used to complete the application for reimbursement.

CATEGORIES	TIME SPENT IN HOURS				Total Hours	Hourly Rate	Dollar Amount
	Quarter 1	Quarter 2	Quarter 3	Quarter 4			
1. Governance, Leadership and Strategic Planning <a href="#">3301-35-02</a>							
2. Student and Other Stakeholders Focus <a href="#">3301-35-04</a>							
3. Faculty and Staff Focus <a href="#">3301-35-05</a>							
4. Educational Programs and Support <a href="#">3301-35-06</a>							
5. Using Data to Improve Performance Results <a href="#">3301-35-07</a>							
6. Chartered Nonpublic Schools <a href="#">3301-35-09</a>							
7. Teacher Residency <a href="#">3319.223</a>							
8. Professional or Associate License Renewal <a href="#">3301-24-08</a>							
9. Transportation of Pupils <a href="#">3327.01</a>							
10. Federally Funded Education Programs <a href="#">3317.063</a>							
11. Unemployment and Workers Compensation <a href="#">3317.063</a>							
12. Pupil Appraisal <a href="#">3317.063</a>							
13. Health and Health Testing <a href="#">3317.062</a>							
14. Other							