Daily Log Sheet (SF-240A)

Nonpublic Administrative Cost

Ohio Department of Education

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 Daily Log Sheet and the Record of Activities Performed Sheet as verification 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

	V	Veek	1	Week 2			Week 3			Week 4				Week 5				Week 6				Week 7			Week 8				Veek	9		Week	10	Total	Total
Date Range																												1						Minutes	Hours
1. Governance, Leadership, and Strategic Planning																																			
2. Student and Other Stakeholder Focus																																			
3. Faculty and Staff Focus																																			
4. Educational Programs and Support																																			
5. Data-driven Improvement																																			
6. Chartered Nonpublic Schools																																			
7. Teacher Residency																																			
8. Professional or Associate License Renewal																																			
9. Transportation of Pupils																																			
10. Federally Funded Education Programs																																			
11.Unemployment and Workers Compensation																																			
12. Pupil Appraisal																																			
13. Health and Health Testing																																			
14. Other																																			