

SOUTHWEST INDEPENDENT SCHOOL DISTRICT  
**2014-2015**  
 TIME EFFORT LOG for FEDERAL STATE PROGRAMS

Name: Courtney Trejo

Job Title: Supervisor of Federal Programs

FUNDING CODE 211 - TITLE 1:	30%
FUNDING CODE 161 30 - SCE:	30%
Percent Fund Code 161 11 - LOCAL:	40%
<b>TOTAL:</b>	<b>100%</b>

Expected hours this month:	45.2
Expected hours this month:	45.2
Expected hours this month:	60.3

Actual hours this month:	0
Actual hours this month:	0
Actual hours this month:	0

Round to the nearest tenths place

Activity	Mon	Tues	1-Jul	Wed	2-Jul	Thur	3-Jul	Fri	4-Jul
Developing Staff Development									
Delivering Staff Development									
Attending/Facilitating Staff Development or webinar									
Campus/Teacher/Student Observations									
Planning/Preparing for Administrative Meetings									
Atten Administrative Meetings (esc20, Dist, Campus)									
Program & Curriculum Develop./Planning/Meeting									
Assessment/Evaluation of Programs/Curriculum									
Technical Assistance to Campus (Support/Model)									
Data Analysis - Program/Campus/District Information									
Computer Work or Technical Technology Meeting									
Principal/Teacher Conferences or Meetings									
Mentor Involvement-Students/Teachers/Adm.									
Discipline/Counsel/Work with Students									
Parent Meetings/Communication/Trainings									
Clerical/Paper Work/Email/Returning Calls									
Budget Work/Bookkeeping/Recordkeeping/Inventory									
Travel (out-of-District)									
Translations/Interpretations									
Approved Leave									
Holiday									
Other (describe activity below)									

Monday	Description of Activity	255	
		161	
		211	
Tuesday	Description of Activity	255	
		161	
		211	
Wednesday	Description of Activity	255	
		161	
		211	
Thursday	Description of Activity	255	
		161	
		211	
Friday	Description of Activity	255	
		161	
		211	

Employee Initials: \_\_\_\_\_