



CLINT INDEPENDENT SCHOOL DISTRICT
FEDERAL PROGRAMS DEPARTMENT

TIME AND EFFORT REPORTING FORM

School Year: 2023-2024

Start Date: _____

Ending Date: _____
(Time period not to exceed the 9-week grading cycle)

Employee Name: _____

Campus: _____

Tutoring Program: _____
(Specify content area & grade level)

9 Week Grading Period	
<input type="checkbox"/>	1 st – Nine-weeks
<input type="checkbox"/>	2 nd – Nine-weeks
<input type="checkbox"/>	3 rd – Nine-weeks
<input type="checkbox"/>	4 th – Nine-weeks

I, _____, certify that I have performed and completed the required duties and activities for the tutoring program listed above
(Tutoring - Employee Name)

supported by the _____ during the time period specified above and did not exceed the amount of day(s)
(Specific Federal Program - Fund)

and time(s) approved on the Personnel Action Form (PAF)/Extra Duty Form.

The information recorded on this form is true and correct to the best of my knowledge.

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Appendix 1: OMB Circular A-87, Attachment B, Section 8h (p. 6) indicates, "Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee." – OMB Circulars and Guidance – https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/federal_register/FR2005/083105_a87.pdf – Federal Time and Effort Reporting Guidance Handbook for Local Education Agencies – https://tea.texas.gov/sites/default/files/Federal%20Time%20and%20Effort%20Reporting%20Guidance%20Handbook%20for%20LEAs_0.pdf

Please submit this certification form to the Federal Programs Department.