These are sample activities, list should represent agency activities

Sunshine County School District

Personnel Activity Report (PAR)

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Assigned Hours Per Week** | **Percentage of Weekly Hours Per Project** |
| Title I, Part A | 20 | 50 % |
| Title I, Part C | 15 | 40 % |
| District/School Funding | 5 | 10 % |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | PAR Period (Month & Year): |  |
| Activities: | 1. Tutoring
2. Supervising Snacks
3. Preschool Class
 | 1. Summer Class
2. Planning
3. Staff Training
 | 1. Administration
2. Parent Activity
3. Fieldtrip
 | 1. Annual Leave
2. Sick Leave
3. Other (specify): \_\_\_\_\_\_\_\_\_\_
 |
| **Date** | **Time****In** | **Time** **Out** | **Total Hours** | **Title I, Part A** | **Title I, Part C** | **District/School Funding**  |
| **Hours** | **Activities** | **Hours** | **Activities** | **Hours** | **Activities** |
| **1** |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |  |  |  |
| **16** |  |  |  |  |  |  |  |  |  |
| **17** |  |  |  |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |  |  |  |
| **19** |  |  |  |  |  |  |  |  |  |
| **20** |  |  |  |  |  |  |  |  |  |
| **21** |  |  |  |  |  |  |  |  |  |
| **22** |  |  |  |  |  |  |  |  |  |
| **23** |  |  |  |  |  |  |  |  |  |
| **24** |  |  |  |  |  |  |  |  |  |
| **25** |  |  |  |  |  |  |  |  |  |
| **26** |  |  |  |  |  |  |  |  |  |
| **27** |  |  |  |  |  |  |  |  |  |
| **28** |  |  |  |  |  |  |  |  |  |
| **29** |  |  |  |  |  |  |  |  |  |
| **30** |  |  |  |  |  |  |  |  |  |
| **31** |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |

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Signature of Employee Date

|  |  |
| --- | --- |
| Notes: | * PAR must be completed after-the-fact,
* PAR must be a determination of the actual activity(ies) the employee performed, and
* PAR must coincide with one or more pay periods.
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