

DIRECTIONS FOR COMPLETION:

- *Blank A - Choose ONE program area in which the employee works: Carl Perkins, NCLB, or Special Education (IDEA)
- **Blank B – Choose ONE funding source from which the employee is paid: IDEA Part B *or* IDEA Preschool program; Perkins Basic Grant; NCLB Consolidated Administration; Title I; Title IIA; Title IID; Title III; Title IV; Title V; Title VI; Title X.
- ***Items C and D are beginning and ending dates for which the employee is certifying his / her work activity.
- List all employees funded under applicable budgets (IDEA Part B, IDEA Preschool, Title I, Perkins, etc. There must be a method of separating each program area—separate page or columns)
- List the position of the employee (teacher, educational assistant, etc.)
- Immediate supervisor signs giving assurance that the employees listed work only on allowable activities. (For school employees, the immediate supervisor would be the principal.) Signature and date are to be “after the fact” for work completed.
- Provide date of signature
- List the title of supervisor
- Indicate where the employee works: school name, central office, etc.

Adapted from the State of Tennessee, State Department of Education, ED-5440