



Record of Activities Performed Sheet  
Nonpublic Administrative Cost

Revised 05.2022



Claimant's Name: \_\_\_\_\_ Claimant's Signature: \_\_\_\_\_ Claimant's Position:  Admin  Secretary  Teacher  Other

School Name: \_\_\_\_\_ School Year: \_\_\_\_\_ Quarter: \_\_\_\_\_

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

1. School personnel must keep the Record of Activities Performed Sheet and the Daily Log Sheet as verification of their time claimed.
2. Personnel must use a new Record of Activities Sheet for each quarter.
3. School personnel must specify, in minutes on the Daily Log Sheet and convert to hours, the type(s) of services performed for which the school is claiming reimbursement.
4. School must keep this sheet on file for five years. Daily recording of activities performed will help ensure the accuracy of your claim.

Categories	Specific Activities Performed
1. Governance, Leadership and Strategic Planning <a href="#">3301-35-02</a>	
2. Student and Other Stakeholder Focus <a href="#">3301-35-04</a>	
3. Faculty and Staff Focus <a href="#">3301-35-05</a>	
4. Educational Programs and Support <a href="#">3301-35-06</a>	
5. Using Data to Improve Performance Results <a href="#">3301-35-07</a>	
6. Chartered Nonpublic Schools <a href="#">3301-35-09</a>	
7. Teacher Residency <a href="#">3301-24-04</a>	
8. Professional or Associate License Renewal <a href="#">3301-24-08</a>	
9. Transportation of Pupils <a href="#">3317.063</a>	
10. Federally Funded Education Programs <a href="#">3317.063</a>	
11. Unemployment and Workers Compensation <a href="#">3317.063</a>	
12. Pupil Appraisal <a href="#">3317.063</a>	
13. Health and Health Testing <a href="#">3317.063</a>	
14. Other	