

San Diego Unified School District
Office of Resource Development
Mandated Cost Unit

Monthly Reimbursable Activities Time Log
Physical Performance Testing
FITNESSGRAM®

Please call the district's
Mandated Cost Unit at
(619) 725-7613
for information on the
Reimbursement Incentive Program

Employee Name: _____

(PLEASE PRINT)

Site: _____ **Month:** _____

Directions: Please note the time spent on each activity under the corresponding date using an "h" to indicate hours and an "m" to indicate minutes. For example, 2 hours would be marked as "2h". Detailed descriptions of each activity are below.

Activity Code	Day of the Month																															
	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	
1																																
2																																
3																																
4																																
5																																

Code 1 ACQUISITION OF SUPPLIES AND EQUIPMENT

Acquiring test program materials, supplies and/or equipment, including travel time. Inventorying, distributing, collecting, processing and delivering of test materials. Designating site coordinators, distributing and collecting security agreements and allocating resources and personnel to transport, store and secure test materials. Determining students to be assessed and assuring proper accommodations and/or alternative assessments are provided to students with exceptional needs.

Code 2 TRAINING

Reviewing the requirements of the "Fitnessgram" testing program. Developing, preparing for, and attending training sessions.
(If you attended a group training and signed in on a Training Log you do not need to record your time here.)

Code 3 CONDUCTING THE PHYSICAL PERFORMANCE TESTS (NOT REIMBURSABLE FOR TEACHERS INCLUDING PE PREP TEACHERS)

Planning, conducting and monitoring the administration of the test during appropriate testing window(s) and in accordance with established procedures.

Code 4 PROCESSING AND ANALYZING SCORE DATA

Re-recording raw test scores onto "scantron" or other score sheets used to process test scores. (School Sites)
Providing test results for each pupil tested, requesting additional test result reports from central office as needed. Delivering materials to central office. (School Sites)
Data processing of test scores by the district, consultants, or other entities. Reporting test results to staff and parents. (Testing Unit Staff)

Code 5 RESPONSE TO REQUESTS BY CALIFORNIA DEPARTMENT OF EDUCATION (Testing Unit Staff Only)

Data processing and analysis, preparing reports and filing reports in response to requests by the California Department of Education.

The State of California requires that school district personnel maintain a record of time spent on mandates in order for the district to receive reimbursement. Your signature on this form certifies your participation in the activity and that you have reported actual time.

Please circle the number of minutes spent filling out this log:

Employee Signature: _____ **Date:** _____ 1 Minute 5 Minutes 10 Minutes 15 Minutes Other: _____

PPT-3