

Wakulla County School District
Personnel Department
Time Percentage Form

INSTRUCTIONS: This form must be completed by personnel whose salaries are charged to federal projects. Employees charged one hundred percent to federal projects are to file certification statements twice a year, by December 15 and May 15. Employees charged to more than one project are to file certification statements monthly by the tenth day of the month following the month being reported. Submit forms to project coordinators who are responsible for maintaining certification records.

___ Monthly certification for _____
Month /Year

___ Bi-annual certification for _____
Year

I, _____, certify that 50 percent of my time was spent as a
Employee's Name
_____ performing activities for the following project:
Position

___ Title I

___ Safe and Drug Free Schools

___ Pre-Kindergarten Handicapped

___ Idea Part B

Signature

Date