

SUMMER PORTAL TIME SHEETS 2025				
AGENDA ITEM	PROGRAM NAME	PORTAL TIME SHEET ENTRY NAME	COMMENT	Time Entry
April 28 "P25"	Extras Program Teacher	Extra Prog Tchr	non required	Start and End Times
April 28 "P25"	Extras Program Teacher	Extra Prog Aide	non required	Start and End Times
April 28 "P28"	Kindergarten Screening EB	KdgtNScreening EB	Scoring	Start and End Times
April 28 "P31"	Kindergarten Screening EB	KdgtNScreening EB	non required	Start and End Times
May 19 "P2"	Summer Coordinator for ESY and Hoot Camp	SumrCoordinator	ESY or Hoot Camp	Start and End Times
May 19 "P2"	Kindergarten Screening WR	KdgtNScreening WR	Scoring	Start and End Times
May 19 "P10"	Kindergarten Screening WR	KdgtNScreening WR	non required	Start and End Times
May 19 "P5"	Extended School Year	ESY HS	IEP	Start and End Times
May 19 "P5"	Extended School Year	ESY EB	IEP	Start and End Times
May 19 "P7"	ELL Summer Work	ELL Sumr Work	non required	Start and End Times
May 19 "P8"	Hoot Camp Teacher and Para	Hoot Camp	non required	Start and End Times
May 19 "P8"	Hoot Camp Curriculum Time	Hoot Camp Curiclrm	non required	Start and End Times
May 19 "P9"	ESY Teacher and Para	ESY EB	non required	Start and End Times
May 19 "P9"	Extended School Year OWL HOUSE	ESYOwl House	non required	Start and End Times
May 19 "P11"	Summer Child Study Team Case Management	CST HS Sumr Work	non required	Start and End Times
May 19 "P11"	Summer Child Study Team Case Management	CST EB Sumr Work	non required	Start and End Times
May 19 "P11"	Summer Child Study Team Case Management	CST WR Sumr Work	non required	Start and End Times
May 19 "P18"	IEP Planning & Eligibility	IEP Hours EB, HS, WR	non required	Start and End Times
May 19 "P19"	Summer Guidance Counselors	Guidance SumrDay	non required	Per Day
June 16 "P15"	Extended School Year	ESY HS, WR, ESYOwl House	Report Writing	Start and End Times
June 16 "P24"	Passport to Middle School	Passport to MS	non required	Start and End Times
June 16 "P13"	Student Workers Custodians	StudentWkrs Cust	non required	Start and End Times
June 16 "P13"	Student Workers HS and Athletics	StudentWkrs HS	HS or Athletics	Start and End Times
June 16 "P23"	Curriculum Writing	CurrWriting EB, WR, HS	list course and length	Per Duty

* If an employee doesn't see the correct Portal Timesheet Entry Name on their profile, please reach out to Tara Reid ext. 1203