

SUMMER PORTAL TIME SHEETS 2026

AGENDA ITEM	PROGRAM NAME	PORTAL TIME SHEET ENTRY NAME	COMMENT	Time Entry
April 27 "P25"	Extras Program Teacher	Extra Prog Tchr	non required	Start and End Times
April 27 "P25"	Extras Program Teacher	Extra Prog Aide	non required	Start and End Times
April 27 "P27"	Kindergarten Scoring EB	KdgtAssessmnt EB	non required	Start and End Times
April 27 "P28"	Kindergarten Screening EB	KdgtScreening EB	non required	Start and End Times
April 27 "P39"	Summer Guidance Counselors	Guidance SumrDay	non required	Per Day
May 18 "P2"	Summer Coordinator for ESY and Hoot Camp	SumrCoordinator	ESY or Hoot Camp	Start and End Times
May 18 "P2"	Kindergarten Scoring WR	KdgtAssessmnt WR	non required	Start and End Times
May 18 "P10"	Kindergarten Screening WR	KdgtScreening WR	non required	Start and End Times
May 18 "P5"	Extended School Year	ESY HS	IEP	Start and End Times
May 18 "P5"	Extended School year	ESY WR	IEP	Start and End Times
May 18 "P7"	ELL Summer Work	ELL Sumr Work	non required	Start and End Times
May 18 "P8"	Hoot Camp Teacher and Para	Hoot Camp	non required	Start and End Times
May 18 "P8"	Hoot Camp Curriculum Time	Hoot Camp Curiclrm	non required	Start and End Times
May 18 "P9"	ESY Teacher and Para	ESY HS	non required	Start and End Times
May 18 "P9"	ESY Teacher and Para	ESY WR	non required	Start and End Times
May 18 "P9"	Extended School Year OWL HOUSE	ESYOwl House	non required	Start and End Times
May 18 "P11"	Summer Child Study Team Case Management	CST HS Sumr Work	non required	Start and End Times
May 18 "P11"	Summer Child Study Team Case Management	CST EB Sumr Work	non required	Start and End Times
May 18 "P11"	Summer Child Study Team Case Management	CST WR Sumr Work	non required	Start and End Times
May 18 "P16"	IEP Planning & Eligibility	IEP Hours EB, HS, WR	non required	Start and End Times
June 15 "P2"	CST Para Translator for Parent Meetings	CST HS, EB, WR Sumr Work	non required	Start and End Times
June 15 "P26"	Parent Outreach to Multilingual Learner	ESY HS	Parent Outreach	Start and End Times
June 15 "P27"	Extended School Year	ESY HS, WR, ESYOwl House	Report Writing	Start and End Times
June 15 "P28"	3rd. Grade Phonics and Grammar	ESY WR	3rd. Grade Phonics	Start and End Times
June 15 "P21"	Student Workers Custodians	StudentWkrs Cust	non required	Start and End Times
June 15 "P21"	Student Workers HS and Athletics	StudentWkrs HS	HS or Athletics	Start and End Times
August Agenda	ESY Bus Aides	ESY HS, WR, ESYOwl House	Bus Aides	Start and End Times

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