

Required Services Reimbursement Program

Program Guidelines

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State Superintendent of Education**

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REQUIRED SERVICES PROGRAM
Guidelines for Nonpublic Schools

OVERVIEW

The Required Services Program is intended to reimburse approved nonpublic schools for the actual cost of performing selected activities. Pursuant to the provisions of La. R.S. 17:361, annual reimbursement of each approved nonpublic school shall be for providing school services, maintaining records and completing and filing reports required by law, regulation or requirement of the state department, state agency, or local school board to be rendered to the state. The amounts to be reimbursed are always subject to audit and the amount appropriated by the legislature each year.

Participation in the program requires that detailed records be maintained during the current school year documenting the actual amount of time dedicated to the performance of selected services by employees of the nonpublic school. Then, in the subsequent school year, reimbursement may be sought for the total actual cost incurred for these services. The reimbursement form must be submitted to the Louisiana Department of Education no later than September 30th each year.

Reimbursement is based on the funds requested, subject to the audit process, and reduced in an amount equal to the appropriation unless funding is provided to meet the total amount requested, less audit adjustments.

For more information regarding this program, contact the Division of Education Finance, Louisiana Department of Education, at (225) 342-8848.

ELIGIBILITY REQUIREMENTS

A school must meet the following criteria in order to be eligible to participate in the Required Services Program:

1. The school must be academically approved *each year* through the *Nonpublic School Annual Data Collection*.
2. The school must submit verification to the Department of Education that a nondiscriminatory admissions policy is adhered to under the *Brumfield vs. Dodd* guidelines. Once a school is *Brumfield vs. Dodd* approved, this approval is in effect unless revoked by the Board of Elementary and Secondary Education. Remember, your school must submit a modified Exhibit A to the Office of Legislative Services every year.

For more information regarding the *Nonpublic School Annual Data Collection*, contact the Office of Student and School Performance, Division of Curriculum Standards at (225) 342-9969. If information is needed regarding the *Brumfield vs. Dodd* approval, contact Office of Communication and Legislative Services at (225) 342-3772.

SUBMITTING THE REIMBURSEMENT REQUEST FORM

In order to participate in the Required Services Program, a school must submit a reimbursement request form to the Louisiana Department of Education no later than September 30 each year. If September 30 falls on a Saturday then the deadline is moved to Friday, September 29, if September 30 falls on a Sunday then the deadline is moved to Monday, October 1. (*See Appendix E.*)

A copy of the reimbursement request form is provided on the LDE website (<http://www.doe.state.la.us/lde/finance/690.html>) or electronically sent via e-mail. *The entire reimbursement request form must be submitted in hardcopy. In addition, schools should also submit the completed file on a CD, Jump Drive, or e-mailed to audit staff. The electronic file must be labeled with the school's name, ID number, school year, and file type. (Refer to Appendix F for more detailed instructions regarding the electronic copy.)*

The Department of Education strongly encourages all schools to use the Excel spreadsheet provided on our website. Use of the computer spreadsheets improves accuracy and saves time for both the school and the Department.

Note

According to L.R.S. 44:1 and 44:31, the Required Services Reimbursement Claim form and all supporting documentation are public records.

DETERMINING ACTUAL COST

Actual cost, the amount for which reimbursement may be sought, is defined as the *hourly salary rate* of the school employees who were involved in providing the services *multiplied* by the *actual time* dedicated by these same employees to performing these activities.

The following items must exist in order to determine the actual cost for which reimbursement may be requested:

1. Eligible employees must be identified and listed on the reimbursement form. (**Appendix A**)
2. The annual salary of eligible employees must be included on the reimbursement form.

The form provided on the website calculates the hourly salary rate of salaried, full-time employees automatically. The hourly salary rate of part-time employees must be provided by the school.

3. The *actual* amount of time dedicated to performing eligible services must be recorded. (**Appendix C**) *Time is recorded in hours, not minutes (ex. 1.5 hours; not 90 minutes). To calculate, divide the total minutes by 60 rounding to two decimal places.*
5. Reimbursable services must be identified. (**Appendix D**)

Upon completion of the form, the Administrator or Principal of the school must sign the cover page as evidence of the following:

I hereby certify that the activities for which reimbursement is requested are mandated by State Law or regulation or requirement of state department, state agency, or local school board; are not an integral part of the teaching process; were actually performed by employees of this school and I understand that false statements will be subject to civil and criminal penalties.

SUMMARY TIME RECORD FORM

The form entitled the *SUMMARY TIME RECORD FORM (Appendix E.3)* must be submitted along with the Required Services Reimbursement Request form. Each employee who was included on the reimbursement form is required to complete a separate *SUMMARY TIME RECORD FORM*. This form includes the employee name, position, gross annual salary, school year, and hours dedicated to providing services under each of the eligible categories. The form must be signed by each individual employee affirming the following:

I hereby certify that I actually performed the services for which reimbursement is sought and that the information submitted by me is true and accurate.

The time reported on the Summary Time Record form should be entered as hours rather than minutes. To calculate, divide the total minutes by 60 rounding to two decimal places.

The *SUMMARY TIME RECORD FORM* does not replace the time log maintained throughout the year. This form must be prepared *in addition to* the time log and essentially summarizes the information contained in the individual time records. The difference between the time log and the *SUMMARY TIME RECORD FORM* is that the latter *must be* submitted with the reimbursement request form. In contrast, the time logs must be submitted for review only if specifically requested by Department staff.

APPENDICES

APPENDIX A IDENTIFICATION OF ELIGIBLE EMPLOYEES

The individuals who provided the qualifying services must be identified.

A school shall be reimbursed for only those services performed by a school employee. An *employee* is defined as someone whose salary or wages are paid for by the school. Individuals who perform services at the school but who are paid by contract services *do not* qualify to be included on the reimbursement request.

Note:

Teachers who teach *only* religion classes are *not* eligible to be included in the reimbursement request.

Teachers employed to teach only pre-kindergarten classes are *not* eligible to be included in the reimbursement request.

However, if a religion teacher or pre-kindergarten teacher performs qualifying services for students in grades K through 12, then the time associated with these activities *may* be reimbursable. Examples are the official daily attendance recorded in homeroom (religion teachers only) or first period, transportation duty, and fire drills, etc. in the safety category.

APPENDIX B CALCULATION OF HOURLY SALARY RATES

The hourly salary rate of employees must be calculated according to the following formula:

HOURLY SALARY RATE = Salary divided by *Hours Employed per Year*

Salary is defined as gross salary *excluding* any cost to the employer for social security, retirement, employee insurance, fringe benefits, or dues.

- Extra pay earned by an employee who is employed to provide before- and after-school care services *should not* be included in the gross salary amount because these services are being paid for through fees.
- Extra pay earned by an employee for extra duties beyond normal teaching duties *can be* included in the gross salary amount (i.e., English Department Supervisor), although the hours associated with these duties are not reimbursable.
- If an employee is paid an hourly wage instead of a salary, then the hourly pay rate in effect is to be reported on the reimbursement form.

Hours Employed per Year is defined as

- a. **Administrators:** 50-week per year schedule, 40 hours per week, or 2,000 hours.
- b. **Teachers, Guidance Counselors, Librarians:** 180 days, six and one-half hours daily, or 1,170 hours.
- c. **Nonprofessional Support/Part-time Employees (Secretarial, Maintenance, etc.):** actual number of hours worked in a regular school year.

APPENDIX C HOW TO MAINTAIN TIME RECORDS

Time records must be maintained to document the *actual* amount of time dedicated to performing eligible services.

- Each employee on a daily basis must maintain a record of actual time spent performing qualifying services. Records may not be maintained on a summary or quarterly basis.
- The time record must clearly state the employee's name, position, school year, month/day/year, categories of services, and hours dedicated to each service.
- Time should be recorded on each day that services were provided. It is unacceptable to record time on the first day of the month, for example, and then draw a line across the page to indicate that this identical amount of time was spent each day.
- Time records should cover the entire school year from August until *the end of school*. ***For 12-month employees (administrators), time records should also be maintained during the summer.*** Activities that take place during the months of June, July, and August should be included on the reimbursement request for the following school year.
- Time dedicated to completing the reimbursement request form may *not* be included as time requested for reimbursement.

**REQUIRED SERVICES
SUMMARY TIME RECORD FORM**

Employee				Position			Gross Annual Salary		School Year	

Pupil Attendance	Record Maintenance	Nonpublic School Data Collection	Transportation	Safety	Textbooks & Supplies	Title I, II and IV	Special Education	Teacher Certification	Continuing Education	Food & Nutrition

I hereby certify that I actually performed the services for which reimbursement is sought and that the information submitted by me is true and accurate.

Note: This form and all supporting documentation are considered public record under L.R.S. 44:1 and 44:31.

Employee's Signature

Date

**REQUIRED SERVICES
SUMMARY TIME RECORD FORM**

Employee				Position			Gross Annual Salary		School Year	

Pupil Attendance	Record Maintenance	Nonpublic School Data Collection	Transportation	Safety	Textbooks & Supplies	Title I, II and IV	Special Education	Teacher Certification	Continuing Education	Food & Nutrition

I hereby certify that I actually performed the services for which reimbursement is sought and that the information submitted by me is true and accurate.

Note: This form and all supporting documentation are considered public record under L.R.S. 44:1 and 44:31.

Employee's Signature

Date

APPENDIX D CATEGORIES OF SERVICES

The intent of the Required Services Program is to reimburse nonpublic schools for performing selected activities required by State law, or regulation or requirement of a state department, state agency, or local school board. These activities are not an integral part of the teaching process, and involve primarily data collection, report preparation, and various extraordinary services provided to students in grades K - 12.

A nonpublic school shall *not* be eligible for reimbursement for any required services when the costs of such services are paid for by *any other public funds*. For example, any teacher who provides services at the school, but whose salary is paid for by the local public school district funds is *not* eligible to be included in the reimbursement request.

The following is a description of each category of services that qualify for reimbursement:

1. PUPIL ATTENDANCE:

Definition: Activities associated with the collection of attendance data required to be reported in the Nonpublic Schools Annual Statistical Report. Such activities include:

REIMBURSABLE ACTIVITIES - PUPIL ATTENDANCE

Administrator(s)

Supervising collection of attendance data
Orienting new teachers on attendance regulations
Supervising preparation of Nonpublic Schools Annual Statistical Report

Teachers

Collecting and recording daily attendance (homeroom or first period only)
Reporting daily attendance to the office
Compiling summary attendance data

Nonprofessional Support Person(s)

Collecting and summarizing pupil attendance data
Typing and filing six-week attendance summaries (or nine-week attendance summaries)
Assisting in preparation of Nonpublic Schools Annual Statistical Report

NONREIMBURSABLE ACTIVITIES - PUPIL ATTENDANCE

Collecting attendance during all class periods
Producing multiple, daily absentee reports
Contacting parents regarding student absenteeism/tardiness
Tabulating student tardy reports
Taking homeroom attendance by Pre-K teachers

2. RECORD MAINTENANCE:

Definition: Activities associated with the maintenance of student cumulative records as required by *Bulletin 741* and Senate Bill 252 passed in the 1999 Regular Session of the Legislature for Nonpublic Schools.

REIMBURSABLE ACTIVITIES - RECORD MAINTENANCE

Administrator(s)

Reviewing students' cumulative folders and updating records
Reviewing graduation requirements and completion of transcripts
Preparing and submitting electronically all high school student transcripts to the LDOE as required by Louisiana Administrative Code Title 28, Part IV, Chapter 17, §1703, B, 16.
Preparing paperwork to obtain criminal history and fingerprinting of school employees
Organizing the administration of visual and auditory testing
Notifying Public Schools of enrollment of public school students into nonpublic schools as required by Senate Bill 252/ Act No. 408 of the 1999 Regular Session of the Legislature

Teachers

Updating cumulative folders with current student information
Preparing progress reports
Averaging/recording grades in report cards and posting deficiency slips for each 6 or 9-week period
Distributing, collecting and updating census/health cards (may be performed by nurse)
Administering of visual and auditory testing

Guidance Counselor

Updating and reviewing students' cumulative folders and records
Preparing and submitting electronically all student transcripts to the LDOE as required by Louisiana Administrative Code Title 28, Part IV, Chapter 17, , §1703, B, 16.

Nonprofessional Support Person(s)

Establishing/maintaining student cumulative folders
Typing, filing and copying student information
Assisting with paperwork to obtain criminal history and fingerprinting of school employees
Assisting with the administration of visual and auditory testing
Notifying Public Schools of enrollment of public school students into nonpublic schools as required by Senate Bill 252/ Act No. 408 of the 1999 Regular Session of the Legislature
Assisting with submitting electronically all high school student transcripts to the LDOE as required by Louisiana Administrative Code Title 28, Part IV, Chapter 17, §1703, B, 16.

NONREIMBURSABLE ACTIVITIES - RECORD MAINTENANCE

Grading tests and homework

Writing detailed narratives or reports relating to student performance

Meeting with parents to discuss report cards

Meeting with Students

3. NONPUBLIC SCHOOL ANNUAL DATA COLLECTION:

Definition: Activities associated with the preparation of the Nonpublic School Annual Data Collection. This report includes data such as: grades taught at the school, number of faculty/staff and students, and other student demographic information.

REIMBURSABLE ACTIVITIES - NONPUBLIC SCHOOL ANNUAL DATA COLLECTION

Administrator(s)

Compiling student enrollment statistics

Reviewing school curriculum for compliance with *Nonpublic School Bulletin 741*

Compiling faculty data (i.e., no. of years experience, degree level, certification info, professional training)

Compiling course schedule information

Teachers

Providing schedule information on students and classes

Furnishing completed certification information as required

Nonprofessional Support Person(s)

Assisting in compilation of data for Nonpublic Annual School Report

Completing and typing Nonpublic Annual School Report

NONREIMBURSABLE ACTIVITIES - NONPUBLIC SCHOOL ANNUAL DATA COLLECTION

Preparing any other reports

Preparing the Required Services Reimbursement Request form

4. TRANSPORTATION:

Definition: Activities associated with planning or scheduling transportation services for students, and monitoring the loading and unloading of students from buses or cars.

REIMBURSABLE ACTIVITIES - TRANSPORTATION

Administrator(s)

Supervising the school transportation program (buses, car pools, walkers)

Developing and distributing staff duty schedules

Completing required information to local public school district involving nonpublic students utilizing public school transportation

Supervising loading and unloading of students into/from buses and carpools

Supervising students who walk to and from school

Teachers

Supervising loading and unloading of students into/from buses and carpools
Instructing students on safe loading, unloading and riding practices
Supervising students who walk to and from school as they enter/exit school premises

Nonprofessional Support Person(s)

Compiling and maintaining bus transportation information
Supervising loading and unloading of students into/from buses and carpools
Supervising students who walk to and from school
Inspecting school-owned buses annually

NONREIMBURSABLE ACTIVITIES - TRANSPORTATION

Supervising students in before- or after-school programs
Supervising students before school who are waiting to go to class
Handling discipline issues involving students who ride buses
Transporting students on field trips and athletic events
Routine, daily inspections of school-owned buses
Transporting students to and from school

5. SAFETY:

Definition: Activities associated with ensuring the school is in compliance with all applicable local, state, or federal government health and safety regulations. These activities may include safety drills (fire, tornado, hurricane, and chemical spills), testing (pesticide, lead, asbestos), and health and safety standards.

REIMBURSABLE ACTIVITIES - SAFETY

Administrator(s)

Developing and administering safety program for faculty and students
Establishing and carrying out procedures for testing lead, asbestos, and pesticides in accordance with local, state, and federal government health and safety standards
Establishing agriculture certification program
Supervising pesticide application through the Integrated Pest Management (IPM) with La. Dept. of Agriculture certification program
Scheduling and monitoring fire, tornado, hurricane, and chemical spill drills
Scheduling gas line inspections to be performed by federal, state, or local agency

Teachers

Orienting students to school safety program
Participating in and documenting safety drills

Nonprofessional Support Person(s)

Maintaining documentation of safety drills
Maintaining documentation of hazardous substance testing
Completing reports as needed

NONREIMBURSABLE ACTIVITIES - SAFETY

Supervising/performing routine maintenance, commons duty, hall duty, bathroom duty, or recess duty

Scheduling drug-free seminars

Inspecting and maintaining fire extinguishers by private companies

Inspecting school grounds as required by school or diocese

6. TEXTBOOKS AND SUPPLIES:

Definition: Activities associated with the State-funded textbook/supply allocation provided to nonpublic schools through the local public school board.

REIMBURSABLE ACTIVITIES - TEXTBOOKS AND SUPPLIES

Administrator(s)

Notifying department heads and/or teachers of state textbook/supplies allocations

Examining instructional materials under consideration for purchase with State funds

Conducting faculty meetings to finalize selections to be ordered with State funds

Coordinating and approving State Library Book orders

Teachers

Identifying and submitting selections of textbooks/instructional supplies needed

Nonprofessional Support Person(s)

Preparing textbook/instructional supplies orders

Pick-up/receipt of textbook/instructional supplies orders

Verifying accuracy and completeness of orders for textbook/instructional supplies purchased through the local parish/city school district with the \$27.02 per pupil allowance of state monies.

Maintain record of textbooks on hand, those added and those lost or worn out.

NONREIMBURSABLE ACTIVITIES - TEXTBOOKS AND SUPPLIES

Any activities associated with supplies or textbooks that are paid for with school-generated funds and/or 8g grant textbook monies

Distributing/collecting textbooks to/from students

Documenting time spent ordering supplies under the Teachers Supply Fund

Conducting multiple physical inventories of textbooks on hand

7. TITLES I, II, and IV:

Definition: Activities associated with the administration of the federally-funded programs under Titles I, II, and IV. These activities may include completing locator card information on students or determining their eligibility status.

REIMBURSABLE ACTIVITIES - TITLES I, II, and IV

Administrator(s)

Participating in consultation meetings with public school district
Providing data on potential Title I students
Coordinating the obtaining of services at school for identified students (Title I)
Preparing proposed projects for staff development funds (Title II)
Coordinating staff development projects and evaluating outcomes (Title II)
Coordinating with LEA on instructional materials needed for drug-free and violence prevention classes (Title IV)

Teachers

Selecting instructional materials needed for drug-free and violence prevention classes (Title IV)

Nonprofessional Support Person(s)

Recording and maintaining individual student information for consultations (Title I)
Assisting in coordinating with LEA on instructional materials for drug-free and violence prevention classes (Title IV)

NONREIMBURSABLE ACTIVITIES - TITLES I, II, and IV

Developing and/or administering special assignments for participants (Title I)
Attending staff development classes, courses, or conferences (Title II)

8. SPECIAL EDUCATION:

Definition: Activities associated with identifying students in need of one of the 16 identified Special Education services or 504 related assistive services through the process prescribed by the local public school system, and State/Federal guidelines.

REIMBURSABLE ACTIVITIES - SPECIAL EDUCATION

Administrator(s)

Notifying/consulting parents of children identified as possibly in need of Special Education services
Notifying/consulting parents of children identified as possibly in need of services under 504
Providing referrals to Parish Pupil Appraisal Coordinator/School Building Level Committee
Consulting with teachers and evaluation teams to discuss objectives
Completing Annual Special Education Program Reports

Teachers

Consulting with evaluation teams to discuss objectives for special education/504 services
Serving on School Building Level Committee
Preparing the Individualized Education Plan (IEP)
Assessing students' progress for the annual update of the IEP
Completing referral forms to the local public school board for services

Nonprofessional Support Person(s)

Distributing Child Search forms
Maintaining file information on participating students

NONREIMBURSABLE ACTIVITIES - SPECIAL EDUCATION

Providing one of the 16 identified special education services under Other Exceptionalities or Gifted/Talented programs

Providing the prescribed student assistance services under 504 guidelines

9. TEACHER CERTIFICATION:

Definition: Activities associated with the paperwork required for teachers to obtain certification for the first time, or maintain and update certification information.

REIMBURSABLE ACTIVITIES - TEACHER CERTIFICATION

Administrator(s)

Reviewing certification requirements of faculty to ensure compliance with *Nonpublic School Bulletin 741* regulations

Teachers

Updating certification information as needed

Nonprofessional Support Person(s)

Updating and maintaining faculty certification information

NONREIMBURSABLE ACTIVITIES - TEACHER CERTIFICATION

Attending university classes necessary to complete teaching certification requirements
Travel time to hand deliver paperwork

10. CONTINUING EDUCATION:

Definition: Activities associated with planned and regularly scheduled faculty meetings on professional issues.

REIMBURSABLE ACTIVITIES - CONTINUING EDUCATION

Administrator(s)

Scheduling and planning regularly scheduled faculty meeting(s)
Attending faculty meeting(s), school or departmental wide

Teachers

Attending faculty meeting(s), school or departmental wide

Nonprofessional Support Person(s)

Taking minutes for regularly scheduled faculty meeting(s)
Typing meeting agendas or minutes

NONREIMBURSABLE ACTIVITIES - CONTINUING EDUCATION

Attending university classes, professional development courses or conferences
Attending faculty meetings to discuss religious issues
Attending Administrator and Principals' meetings
Taking computer courses online

11. FOOD AND NUTRITION:

Definition: Activities associated with the administration of the Federally-funded School Lunch Program.

REIMBURSABLE ACTIVITIES - FOOD AND NUTRITION

Administrator(s)

Supervising administration of the lunch program
Distributing and approving all free and reduced price lunch applications
Reviewing program objectives and preparing reports
Reviewing monthly bank statements

Teachers

Distributing/collecting free and reduced price lunch applications to students
Determining the daily lunch count at the beginning of the school day
Assisting in recording student ID numbers for those students eating lunch

Nonprofessional Support Person(s)

Preparing participating student lunch list
Recording lunch payments and preparing receipts
Maintaining lunch program information

NONREIMBURSABLE ACTIVITIES - FOOD AND NUTRITION

Supervising students' behavior in the cafeteria ("lunch duty")
Supervising lunch program not associated with the Federal school lunch program

APPENDIX E REQUIRED SUPPORTING DOCUMENTATION

Reimbursement requests shall not be approved for payment unless they are audited to ensure that such payment is lawful and proper. Each school is therefore required to maintain documentation to support the costs incurred in providing the services for which reimbursement is requested. The following list of records must be prepared and maintained and must be available for review by the Department of Education staff upon request:

1. **TIME RECORD.** A daily time record for each employee included on the reimbursement form showing the amount of time spent providing services.
2. **SALARY RECORD.** Contract and payroll records for each employee for whose time reimbursement is requested.
3. **CATEGORIES OF SERVICES**
 - a. **Pupil Attendance.** Rollbooks and attendance reports and list of homeroom or first period teachers
 - b. **Record Maintenance.** Student Cumulative Records
 - c. **Nonpublic School Annual Data Collection.** Copy of report
 - d. **Transportation.** “Duty Schedule”, map of school with notations on plans for loading and unloading
 - e. **Safety.** Testing reports, documentation of safety drills
 - f. **Textbooks and Supplies.** Invoices
 - g. **Title I, II, and IV.** Information on eligible students/professional development plans/invoices
 - h. **Special Education.** Student Referrals/Assessments/IEPs and list of School Building Level Committee members
 - i. **Teacher Certification.** Current teacher certificates
 - j. **Continuing Education.** Agendas and minutes of faculty meetings
 - k. **Food and Nutrition.** Lunch counts, menus, participation statistics

REQUIRED SERVICES REIMBURSEMENT FORM INSTRUCTIONS

1. On the form enter the names of the school employees who actually provided the eligible services throughout the school year. Employees should be categorized according to the duties and responsibilities each performs for the majority of the time employed. For example, an Assistant Principal who also teaches two classes would be classified as an Administrator, since the assistant principal duties comprise 50 percent or greater of the assigned responsibilities.
2. Calculate the gross salary of each eligible employee. The salary should include the annual base salary plus any pay earned for extra duties. For example, extra compensation earned for being employed as a department chairman, assistant administrator, or elective course instructor such as band, chorus, etc. may be included in the gross salary. *Excluded* from the gross salary should be any cost to the employer for social security, retirement, employee insurance dues, or other fringe benefits.

NOTE: An employee whose salary is paid for *entirely* with *public* funds from another *public* program may *not* be included in the Required Services Program reimbursement request. A person who works in return for tuition and who does not receive salary or wages from the school should not be included in the Required Services Program reimbursement request.

3. Calculate the hourly rate paid to each employee by dividing the gross salary by the applicable hours worked as follows:

Administrators: 2000 hours (50 weeks per year, 40 hours per week)

Teachers, guidance counselors, librarians: 1170 hours (180 days, 6.5 hours a day)

Note: The hours described above for full-time Administrators and Teachers must be used in the hourly rate calculation.

Nonprofessional support personnel: actual number of hours employed in a regular week.

The hourly rate for part-time employees who are paid a salary should be computed based on the gross annual salary divided by the actual number of hours employed annually.

If an employee is paid an hourly wage, not a salary, then the hourly wage amount should be reported on the reimbursement form.

4. Enter the number of hours of service for each employee in each applicable category.
5. Multiply the number of hours of service by the hourly rate to determine a total amount for each employee in each category.
6. Add the amounts by category to determine the total amount requested for reimbursement.
7. The summary page of the form should be signed by the school administrator.

8. The form should be returned to the Louisiana Department of Education **no later than September 30th of each year** (If September 30 falls on a Saturday then the deadline is moved to Friday, September 29, if on a Sunday then the deadline is moved to Monday, October 1) at the following address:

**Louisiana Department of Education
Division of Education Finance
Attention: State Audit Section**

(U.S. Post Office)

**P.O. Box 94064
Suite 5-264
Baton Rouge, LA 70804-9064**

(Physical needed for UPS, FedEx, etc.)

**The Claiborne Building
1201 North 3rd Street, Suite 5-264
Baton Rouge, LA 70802**

REQUIRED SERVICES REIMBURSEMENT FORM

School Year 2008-2009

Ed Finance ID #: _____

Site Code: _____

Federal ID #: _____

Name of Civil Parish: _____

Name of School: _____

Name of Diocese: _____

Address: _____

School Administrator: _____

City: _____

Phone Number: _____

Zip Code: _____

Fax Number: _____

Contact Person: _____

Contact E-mail: _____

SUMMARY OF TOTALS

	Pupil Attendance	Record Maintenance	Nonpublic Data Collection	Transportation	Safety	Textbooks & Supplies	Title I, II and IV	Special Education	Teacher Certification	Continuing Education	Food & Nutrition
TOTAL REQUESTED:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

I hereby certify that the activities for which reimbursement is requested are mandated by State Law or regulation or requirement of a state department, state agency, or local school board; are not an integral part of the teaching process; were actually performed by employees of this school, and I understand that false statements will be subject to civil and criminal penalties.

Administrator's Signature: _____

Date: _____

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition	
Administrators (2000 hours/year)																									
1.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
2.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
3.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
4.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
5.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
6.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
7.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
8.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
9.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
10.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Subtotals for Administrators			0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
Teachers (1170 hours/year)																								
1.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
2.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
3.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
4.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
5.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
6.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
7.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
8.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
9.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
10.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
11.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
12.		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
13		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
14		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
15		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
16		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
17		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
18		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
19		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
20		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
21		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
22		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
23		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
24		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
25		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0

REQUIRED SERVICES REIMBURSEMENT FORM
SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
26		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
27		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
28		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
29		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
30		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
31		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
32		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
33		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
34		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
35		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
36		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
37		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
38		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
39		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
40		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
41		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
42		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
43		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
44		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
45		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
46		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
47		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
48		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
49		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
50		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
51		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
52		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
53		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
54		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
55		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
56		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
57		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
58		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
59		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
60		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
61		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
62		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
63		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
64		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
65		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
66		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
67		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
68		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
69		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
70		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
71		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
72		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
73		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
74		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
75		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
76		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
77		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
78		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
79		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
80		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
81		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
82		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
83		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
84		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
85		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
86		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
87		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
88		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
89		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
90		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
91		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
92		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
93		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
94		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
95		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
96		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
97		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
98		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
99		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
100		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
101		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
102		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
103		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
104		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
105		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
106		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
107		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
108		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
109		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
110		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
111		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
112		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
113		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
114		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
115		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
116		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
117		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
118		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
119		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
120		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
Subtotals for Teachers			0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
Part Time Teachers (Use actual hours)																								
1				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
2				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
3				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
4				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
5				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
6				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
7				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
8				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
9				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
10				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
11				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
12				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
13				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
14				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
15				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
Subtotals Part Time Teachers			0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0

Teacher Aides																									
(Use actual hours)																									
1				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
2				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
3				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
4				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
5				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
6				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
7				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
8				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
9				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
10				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
11				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
12				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
13				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
14				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
15				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
Subtotals for Teacher Aides				0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
Counselors (1170 hours/year)																								
1		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
2		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
3		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
4		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
5		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
Subtotals for Counselors			0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0

Excel

REQUIRED SERVICES REIMBURSEMENT FORM

SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
Librarians (1170 hours/year)																								
1		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
2		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
3		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
4		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
5		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
Subtotals for Librarians				0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

Support Staff (Use actual hours)																								
1				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
2				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
3				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
4				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
5				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0

REQUIRED SERVICES REIMBURSEMENT FORM
SCHOOL YEAR: 2008-2009

NAME	Annual Salary	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Textbooks & Supplies	Hours of Service	Title I, II and IV	Hours of Service	Special Education	Hours of Service	Teacher Certification	Hours of Service	Continuing Education	Hours of Service	Food & Nutrition
6				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
7				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
8				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
9				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
10				\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
Subtotals for Support Staff				0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

SUMMARY OF REQUIRED SERVICES		Pupil Attendance	Record Maintenance	Nonpublic School Data Collection	Transportation	Safety	Textbooks & Supplies	Title I, II and IV	Special Education	Teacher Certification	Continuing Education	Food & Nutrition
TOTAL REQUESTED:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**REQUIRED SERVICES PROGRAM
SUMMARY TIME RECORD FORM**

INSTRUCTIONS

1. Each employee who was included on the reimbursement request form is required to complete a separate *SUMMARY TIME RECORD FORM*.
2. Enter the employee name, position, gross annual salary, school year, and hours dedicated to providing services under each of the eligible categories on the form.
3. The form must be signed and dated by each individual employee affirming the following:

I hereby certify that I actually performed the services for which reimbursement is sought and that the information submitted by me is true and accurate.
4. The *SUMMARY TIME RECORD FORM* *must be* submitted along with the Required Services Reimbursement Request form to the following address:

**Louisiana Department of Education
Division of Education Finance
Attention: State Audit Section**

(U.S. Post Office)

**P.O. Box 94064
Suite 5-264
Baton Rouge, LA 70804-9064**

(Physical needed for UPS, FedEx, etc.)

**The Claiborne Building
1201 North 3rd Street, Suite 5-264
Baton Rouge, LA 70802**

NOTE: The *SUMMARY TIME RECORD FORM* *does not* replace the time log maintained throughout the year. This form, which must be prepared *in addition to* the time log, essentially summarizes the information contained in the individual time records. The difference between the time log and the *SUMMARY TIME RECORD FORM* is that the latter *must be* submitted with the reimbursement request form. In contrast, the time logs must be maintained at the school and submitted to the Department only if specifically requested by Department staff. ***When recording time on logs and compiling this time for the summary time record form, the preparer must understand that due care and diligence are vital.***

APPENDIX F

GENERAL INSTRUCTIONS

The Department of Education will provide instructions each year so that the same files can be reused. Schools will receive directions needed to update the date on the previous school year Microsoft Excel spreadsheet. This procedure will accommodate all schools and will also allow for schools to update information more quickly.

After completing the form, the principal should make the following copies:

- **SCHOOL'S COPIES:**
 - ✓ hard drive
 - ✓ electronic copy
 - ✓ print a hard copy for the school's records

- **DEPARTMENT OF EDUCATION COPIES:**
 - ✓ printed copy
 - ✓ electronic copy

The Department of Education strongly encourages all schools to use the Excel spreadsheet provided on our website. Use of the computer spreadsheets improves accuracy and saves time for both the school and the Department.

We appreciate your cooperation.

Instructions for Completing the Required Services Form

Accessing the File from the Internet

- Go to <http://www.louisianaschools.net/lde/finance/690.html> select the Required Services Reimbursement Request Form. Open the Excel file.
- Save and Rename File: Go to File, Save As, select the driver, enter the new name of the file and click save. (It is a good idea to include the school year in the name of the file.)

Completing the Required Services Reimbursement Form

This entire document is called a *workbook*; it contains two *worksheets*, “**Form**” and “**Summary**”, depending on which you select to be active. These worksheets are accessed by selecting the appropriate tab at the bottom left corner of the screen.

- “**Form**” Worksheet
 - Click on the “**Form**” tab at the lower left corner of screen to make it your active worksheet.
 - Select cell A3, and change the years to the appropriate school year, ex. 20XX-20XX.
 - Enter the names (column B) of each administrator, full-time teacher, librarian, and counselor and their annual salary (column C) only **ONCE**. The hourly rate for this group of personnel will automatically be calculated in the form.
 - Enter the hours of service for each appropriate category across the row. Once the actual hours of service for each category have been entered, the dollar amount for that category will also automatically compute.
 - Enter the names of each part-time teacher, teacher aide, and support staff and their annual salary also only **ONCE**. However, the hourly rate for this group of personnel will **NOT** be automatically calculated in the form. It will be necessary for you to calculate the hourly rate for this group of personnel: divide the annual salary of each person in this group by the total number of hours he or she works annually. Enter the result of this calculation in Column D for each employee. Next, enter the hours of service for each appropriate category across the row. Once the actual hours of service for each category have been entered, the dollar amount for that category will also automatically compute.
 - The “**Summary of Totals**” section will be automatically calculated when the corresponding totals are calculated in each category on the separate worksheet located in the **Form** section. Data cannot be manually entered in this section of the summary page.

- “**Summary**” Worksheet

- Click on the “**Summary**” tab at the lower left corner of screen to make it your active worksheet.
- Select cell G2, and change the years to the appropriate school year, ex. 20XX-20XX.
- Complete the top section of the **Summary Page** (Federal ID#, Name of School, etc.) by placing the cursor on the appropriate blank line and entering the data.
- The “**Summary of Totals**” section will be automatically calculated when the corresponding totals are calculated in each category on the separate worksheet located in the **Form** section. Data cannot be manually entered in this section of the summary page.

Submitting the Required Services Reimbursement Form

Upon completion of the worksheets, the entire workbook should be printed including **the Summary Page and the Form**. Also, the **appropriate school official must sign the Summary Page**.

Please make the following copies:

- **SCHOOL’S COPIES:**
 - ✓ hard drive
 - ✓ electronic copy
 - ✓ print a hard copy for the school’s records
- **DEPARTMENT OF EDUCATION COPIES:**
 - ✓ printed copy
 - ✓ electronic copy

Mail Department copies to:

**Louisiana Department of Education
Division of Education Finance
Attention: State Audit Section**

(U.S. Post Office)

**P.O. Box 94064
Suite 5-264
Baton Rouge, LA 70804-9064**

(Physical needed for UPS, FedEx, etc.)

**The Claiborne Building
1201 North 3rd Street, Suite 5-264
Baton Rouge, LA 70802**