

Administrative Claims Time Study Schedule
January/February/March 2010

Please choose only one time study week by placing a check mark in the appropriate box.

Week One

Time study.....Week of January 18
Make-up time study.....Week of January 25
Time study forms due back to Leader.....February 12
This form must be completed and returned by.....January 8

Week Two

Time study.....Week of January 25
Make-up time study.....Week of February 1
Time study forms due back to Leader.....February 19
This form must be completed and returned by.....January 8

Week Three

Time study.....Week of February 1
Make-up time study.....Week of February 8
Time study forms due back to Leader.....February 26
This form must be completed and returned by.....January 8

Week Four

Time study.....Week of February 8
Make-up time study.....Week of February 15
Time study forms due back to Leader.....March 8
This form must be completed and returned by.....January 8

School Name: _____

Signature of School Representative: _____

Date: _____ Number of Time Study Forms Needed: _____