

Important

Attached are the Administrative Claims Time Study Schedule, Certification Form, and LEA Agreement to Participate for the January/February/March 2010 quarter. Also included are instructions for Submitting Cost Data for the Administrative Time Study Program. **Additionally, there are instructions for the quarterly submission of the student population data file that is now required.**

To participate in this quarter's time study:

- Select a week on the Schedule Form.
- Fill in ALL the information at the bottom of the Schedule Form.
- Return the Schedule Form along with the completed Agreement Form by the appropriate deadline.
- The Certification Form must be returned along with the time study bubble forms.
- Provide current salary information for all participants. If you **do not** provide salary/benefit information for the 2009-10 year your Time Study forms will not be processed.

Note: If you have already submitted your cost data and there are no changes, it is not necessary to resubmit.

Your prompt response and adherence to the deadlines will ensure the timely receipt of your time study forms.