NCKSEC

MIS Clerk Time Log

Monthly Data Collection for Special Education State Reimbursement

Name of Clerk:_____ **School District:**_____ **Month of:**_____

Date	Daily Minutes	Activity Code	Comments/Notes
Total Minutes			

MIS Related Activity Codes:

1. Collect, enter and verify MIS data for a school district (paperwork sent to Tamra)
2. Review, maintain and store IEP and accompanying paperwork

* Do not log time spent on other clerical duties such as entering Aimsweb data, dictating reports or scheduling IEPs