

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