Please record the number of hours, rounded to the nearest 0.50 of an hour. **If some tasks could be classified into two or more different categories, please only put that time into one category (or divide as best as you can).**  
Please total your hours in all categories and ensure that it matches how much time you actually spent working for the week. If you find the total is less than the time you actually worked, please ensure that the amount of time in "Other work activities not listed" accurately captures all the time you spent.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| *Track hours to the nearest .5 hour* | 17-Oct | 18-Oct | 19-Oct | 20-Oct | 21-Oct | 22-Oct | 23-Oct |
|  |  |  |  |  |  |  |  |
| Tech support, including wifi and laptop efforts |  |  |  |  |  |  |  |
| Registering/online verification |  |  |  |  |  |  |  |
| Other family and student communications |  |  |  |  |  |  |  |
| Sanitizing and upholding health and safety |  |  |  |  |  |  |  |
| District/building communication |  |  |  |  |  |  |  |
| Other work activities not listed\* |  |  |  |  |  |  |  |
| How many families came in person to front office |  |  |  |  |  |  |  |

Other work activities not listed. (Please total all the time you have listed in all of the categories and ensure that reflects the total tme you spent working. If you know you spent additional time on additional activities, this is the category where you would record it.)