

Name \_\_\_\_\_ Administrator \_\_\_\_\_

Building \_\_\_\_\_ Grade level \_\_\_\_\_

**Project description:**

**Project approval**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**Date/Time Log**

Date	Description of work	Hours
<i>*Attach additional sheet if needed</i>		<b>Total Hours:</b>

**\*\*Must have 70 hours of documented hours for special project.\*\***

**Verification of project completion**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_