



EAST RAMAPO CENTRAL SCHOOL DISTRICT
FUNDED PROGRAMS OFFICE

PERSONNEL ACTIVITY REPORT (PAR)

The Personnel Activity Report (PAR) is required by the U.S. Department of Education and the New York State Education Department for school districts that receive federal funding. Signing the PAR confirms that the employee understands s/he is being paid, either in whole or in part, by the funding source(s) indicated on the PAR form and that the report accurately reflects how much of the employee's time is spent working for that program.

The PAR includes the employee's name, service location(s), position/job title, service dates, budget code, and FTE. FTE – an acronym for Full Time Equivalent – describes the percentage of time an employee works under a particular project or budget code. An employee who works full-time in a program is considered a 1.0 FTE and would have 100% listed under FTE. An employee who works *half-time* under a program would be .5 FTE and would have 50% listed under FTE. The PAR for a full-time employee who works half-time in two programs would indicate 50% under one budget code and 50% under another budget code.

Title I is a federally funded program that targets the academic needs of students identified as “at-risk” of failing core subject areas. The funds also support the educational mission of Title I “schoolwide” schools and school improvement efforts in targeted intervention schools. Employees coded to Title I vary in scope and service to the Title I program. A reading teacher, for example, may provide full-time direct instruction to Title I schoolwide students, in which case they would be 1.0 FTE under Title I. A clerical employee in a Title I school may perform tasks related to the Title I program such as contacting parents, related paperwork, etc. and have a portion of their salary coded to Title I.

Title II provides funding for Professional Development initiatives and includes positions such as Academic Standards Facilitators.

Title III funds supplementary educational services for English language learners and includes positions such as teaching assistants, program administrators, staff developers, and clerical support.

Title IV funds supplementary funds for academic support and enrichment services.

IDEA funds employees who work to support classified special needs students.

Before signing the PAR it's important to review the information to make sure it accurately reflects your position and the programs in which you work. **Please note that employees whose duties are totally or partially paid for with federal funds cannot refuse to sign the PAR.**

Please contact the Office of Funded Programs at (845) 577-6031 if you have any questions about your Personnel Activity Report.