

DEEMED DONE VERIFICATION FORM

Certificated Employee Name _____

In order to meet audit requirements for verification of additional responsibilities performed for the Deemed Done supplemental pay, please indicate below which additional duties you have performed outside your regular contracted workday.

PLEASE CHECK ALL THAT APPLY AND SIGN AT THE BOTTOM.

- Preparing for the opening of school.
- Enhancing classroom activities to reflect changing curriculum and assessment methodologies throughout the year
- Accurate and timely completion of the District's unique and required student reporting systems (i.e., report cards, test dates, etc.)
- Activities designed to improve relations and communications with parents, including but not limited to initiating contact with parents throughout the year to update them on student progress and other school related matters
- Providing supplemental support to students including, but not limited to, homework assistance
- Participating in staff collaborations including, but not limited to, meetings with building and/or district staff, to improve student learning and building/district operations
- Participating in staff development programs and conferences to improve skills in current assignment
- Curriculum implementation work to improve student learning
- Building-based work to examine data to improve student learning
- Individual work to improve student learning
- Other tasks that benefit the employee and/or the school program

I certify that I completed the duties indicated above outside my regular contracted workday for payment of the Deemed Done supplemental pay during the current school year.

Employee Signature

Date

Principal's Signature

Date

