

Sample Semiannual Certification Signed by Multiple Employees

DATE:

TO: Whom It May Concern

SUBJECT: Semiannual Certification Signed by Multiple Employees

I verify by my signature that I spent 100% of my time on the designated program(s) and/or a single cost objective during the period _____ through _____.

Employee Name	Program(s) and/or Cost Objective	Employee Signature
Employee A	100% IDEA, Part B, Classroom Teacher	
Employee B	100% Title I, Part A, District Title I Admin	
Employee C	50% Title I, Part A 50% IDEA, Part B Classroom Teacher	
Employee D	50% Title I, Part A 50% Local Instructional Coach	