

San Diego Unified School District
 Office of Resource Development
 Mandated Cost Unit

For District Use Only
 Entered by _____

REIMBURSABLE ACTIVITIES TIME LOG FOR SCHOOL SITES
California High School Exit Exam Training (CAHSEE)

Trainer's Name:	Trainer's Title:
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School:	Trainer's Empl ID#:
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Total Training Time: _____ **minutes**

Date	Employee ID #	Staff Attending Training		
		Staff Name <i>(Printed)</i>	Staff Name <i>(Signed)</i>	Job Title

The State of California requires that school district personnel maintain a record of time spent on mandates in order for the district to receive reimbursement. Your signature on this form certifies your participation in the activity and that you have reported actual time.

Trainer's Signature:	Date Signed:
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Please return the completed form at the end of the training session to: Mandated Cost Unit, Room # 3209, Ed Center