

# Documentation Sheet for MAC Online Time Study

Name: \_\_\_\_\_ School: \_\_\_\_\_ Survey Day: \_\_\_\_\_

If you have any claimable time segments on the Survey day, please describe your claimable activities below. Complete and return to your site MAC trainer or to the SOESD no less than 5 business days after the survey date.

**Only time segments with codes below need descriptions.**

- B1.1    C1.1    D1.1    E1.1**
- B1.2    C1.2    D1.2    E1.2**
- B1.3    C1.3            E1.3**
- B1.4    C1.4**

Time segment <i>(eg: "9:45 - 10:15 am")</i>	Claimable code <i>(only from above codes)</i>	Please describe below  <i>(Hint: Use the verbs at the start of each code description, such as "Informed, Referred, Coordinated", etc. to begin your description. Be brief and concise and do not identify student or family names.)</i>