Sacramento City USD

**LEA/School District:**  **Date: School Site:**

**Instructions: (see sample below)**

1. Enter teachers’ first and last names in the “Teacher” column for every teacher teaching his/her own physical education. Kindergarten and special education/special day classes are not required. Highlight any times taught by a PE specialist.
2. Enter the grade level(s) taught in the “Grade(s)” column.
3. Enter the start - end times (use am/pm notations) and daily minutes in the respective columns for each day physical education instruction occurs for each teacher. Each line of five days represents one week; two lines per instructor equals 10 school days.
4. Calculate the total weekly minutes for each week (going across), as well as the total minutes for both weeks (going down).
5. LEAs may adapt this form so it better meets their needs.

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| **Teacher** | **Grade(s)** | **Monday** | | **Tuesday** | | **Wednesday** | | **Thursday** | | **Friday** | |  |
|  |  | **Start - End** | **Min.** | **Start - End** | **Min.** | **Start - End** | **Min.** | **Start - End** | **Min.** | **Start - End** | **Min.** | **TOT.**  **MIN.** |
| Example Teacher | 1 | 9:00 -9:45 | 45 | 9:00-9:05 | 5 | 1:00-1:02 | 2 | 9:00 -9:45  1:00-1:02 | 45  2 | 1:00-1:02 | 2 | **101** |
| Example Teacher | 1 | 9:00 -9:45 | 45 | 9:00-9:05 | 5 | 1:00-1:02 | 2 | 9:00 -9:45  1:00-1:02 | 45  2 | 1:00-1:02 | 2 | **101** |
| **Example Teacher** | **1** |  | **90** |  | **10** |  | **4** |  | **94** |  | **4** | **202** |
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| **Teacher** | **Grade(s)** | **Monday** | | **Tuesday** | | **Wednesday** | | **Thursday** | | **Friday** | |  |
|  |  | **Start - End** | **Min.** | **Start - End** | **Min.** | **Start - End** | **Min.** | **Start - End** | **Min.** | **Start - End** | **Min.** | **TOT.**  **MIN.** |
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| **Teacher** | **Grade(s)** | **Monday** | | **Tuesday** | | **Wednesday** | | **Thursday** | | **Friday** | |  |
|  |  | **Start - End** | **Min.** | **Start - End** | **Min.** | **Start - End** | **Min.** | **Start - End** | **Min.** | **Start - End** | **Min.** | **TOT.**  **MIN.** |
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**Notes/Comments:**