**Semi-Annual Certification Group Form**

|  |
| --- |
| **LEA/RESA/GNETS/GLRS Personnel**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Special Education Federal Program: IDEA or Preschool federal funds including GNETS or GLRS |
| Six-Month Period: July 1- December 31, 2017 \_\_\_ OR School Year: August \_\_ - Dec.\_\_, 2017  |  |
| Six-Month Period: January 1 – June 30, 2018 \_\_\_ OR School Year: January \_\_ - May \_\_, 2018 |   |

I certify that the employees listed below worked in a single cost objective with special education students/parents/staff in allowable activities authorized in the federal programs stated above.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Employee’s Name  |  |  Position  |  |  Employee Signature (Optional )  |
|  |  |  |  |  |
| 1 |  |  |  |   |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |
| 12. |  |  |  |  |
|  Supervisor |  |  Signature |  |  \*\* Date  |

This form is to be completed every six months for any employee who is paid with federal funds from a single federal grant or in conjunction with other state or local funds as long as it was a single cost objective position.  *\*****\*Date of signature must occur after the semi-annual or school year period.***

This form may be signed by an immediate supervisor who can verify the federal work assignment of the supervised employees above. Employee signature is optional on this form **(name and position is required).** Individual forms with employee signature may be used rather than this form.