# Semi-Annual Certification for an Individual Employee

I, *<employee name>*, hereby certify that for the period *<month, day, year>* through *<month, day, year>* I worked solely on *<name of single cost objective>*.

Employee Signature Date

Supervisor Signature Date

## **Semi-Annual Certification for a Schoolwide Building**

I, *<principal name>*, hereby certify that for the period *<month, day, year>* through *<month, day, year>* the following employees at *<school building name>* worked solely on activities allowable and funding combined under our schoolwide program.

*<Employee Name>*

*<Employee Name>*

*<Employee Name>*

*<Employee Name>*

*<Employee Name>*

*<Employee Name>*

Principal Signature Date