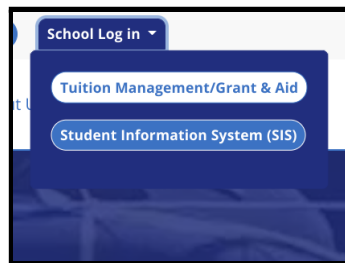
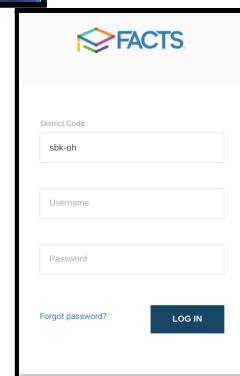


How to print Quarterly ACR Reports

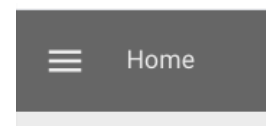
1. Log into FACTS
 - a. Factsmgt.com
 - b. Click on School Log in
 - c. Click on Student Information System (SIS)



2. Enter Log in information
 - a. District code = sbk-oh
 - b. Username
 - c. Password
 - d. Click log in

A screenshot of the FACTS login form. It features the FACTS logo at the top. Below the logo, there are three input fields: 'District Code' (containing 'sbk-oh'), 'Username', and 'Password'. At the bottom, there is a 'Forgot password?' link and a 'LOG IN' button.

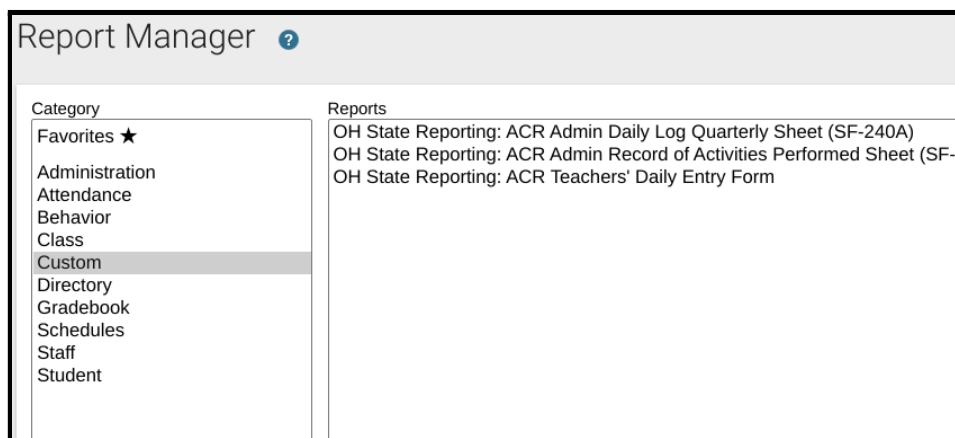
3. Click on the pancake lines in the top right hand corner.



4. Click on Report Manager.

5. Choose Custom under the categories.

6. Click once on OH State Reporting: ACR Admin Daily Log Quarterly Sheet.



7. Make sure the year is correct.
8. Make sure the quarter is correct.
9. Click on your name under “Selection List”.
10. Click on the single arrow pointing to the right (less than sign).
 - a. It should copy your name to the “Selected List”.

Year

Term

☒ Staff
☐ Staff Group

Filter
☐ Inactive
☐ Staff
☐ Faculty
☐ Substitute
☐ Preschool
☐ Elementary
☐ Middle School
☐ High School

Selection List

Selected List

Records: 1

11. Click View Report.
12. Below is the table you need to print.

ACR Daily Log Sheet

Daily Log Sheet (SF-240A)

Nonpublic Administrative Cost

Claimant's Name:
 School Name: Saint Brigid Of Kildare School
 Principal Approval:

Claimant's Signature:
 School Year: 2021-2022

Claimant's Occupation: Teacher
 Quarter: Q1
 Date: 09/03/2021

1. School personnel must keep the Daily Log Sheet and the Record of Activities Performed Sheet as verification of their time claimed.
2. Personnel must use a new Daily Log Sheet for each quarter. Record totle time in minutes and then convert to hours.
3. School must keep this sheet on file for five years. Daily recording of activities performed will help ensure the accuracy of your claim.

TIME SPENT - RECORDED IN MINUTES AND CONVERTED TO HOURS															
Date Range	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Total
	07/25-07/30	08/02-08/06	08/09-08/13	08/16-08/20	08/23-08/27	08/30-09/03	09/06-09/10	09/13-09/17	09/20-09/24	09/27-10/01	10/04-10/08	10/11-10/15	10/18-10/22	10/25-10/28	Minutes
1. Governance Leadership and Strategic Planning															
2. Student and Other Stakeholder Focus															
3. Faculty and Staff Focus						8	4								70.00
4. Educational Programs and Support						3	1	1							25.00
5. Data-driven Improvement															
6. Chartered Nonpublic Schools															
7. Teacher Residency															
8. Professional or Associate License															
9. Transportation of Pupils						2	2								20.00
10. Federally Funded Education Programs															
11. Unemployment and Workers															
12. Pupil Appraisal															
13. Health and Health Testing															
14. Other						1	1								10.00
															0.17

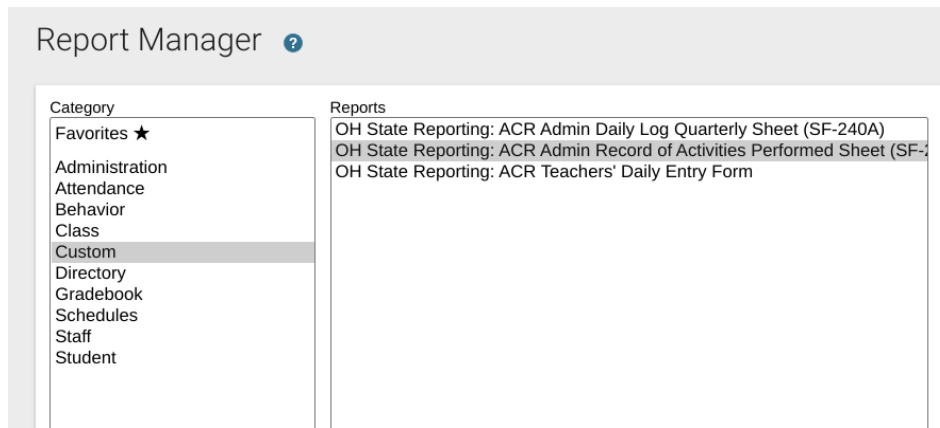
13. To print.
 - a. Two finger tap on your mouse pad to pull up a menu.

b. Select PRINT.

c. **OR** if you are using a mouse, right click to pull up a menu. Select Print.

14. Return to your open tab that says Report Manager.

15. Click on the second report. Titled OH State Reporting: ACR Admin Record of Activities Performed Sheet.



16. Scroll down.

17. Make sure the year is correct.

18. Make sure the quarter is correct.

19. Click on your name under “Selection List”.

20. Click on the single arrow pointing to the right (less than sign).

a. It should copy your name to the “Selected List”.

Year: 2021-2022

Term: Q1

Staff

Filter

- ☐ Inactive
- ☐ Staff
- ☐ Faculty
- ☐ Substitute
- ☐ Preschool
- ☐ Elementary
- ☐ Middle School
- ☐ High School

Refresh

Selection List

Kathleen

Selected List

Kathleen

Records: 1

Records: 1

View Report

21. Click View Report.

ΔACR Daily Log Sheet

Nonpublic Administrative Cost

Claimant's Occupation: Teacher
Quarter: Q1
Date: 09/03/2021

1. School personnel must keep the Daily Log Sheet and the Record of Activities Performed Sheet as verification of their time claimed.
2. Personnel must use a new Daily Log Sheet for each quarter. Record total time in minutes and then convert to hours.
3. School must keep this sheet on file for five years. Daily recording of activities performed will help ensure the accuracy of your claim.

TIME SPENT - RECORDED IN MINUTES AND CONVERTED TO HOURS

[illegible]

7. Teacher Residency

c. **OR** if you are using a mouse, right click to pull up a menu. Select Print.

24. On BOTH forms, be sure to sign your name on the line by Claimant Signature.