



## **Georgia Agricultural Education Monthly Reporting System**

### **Daily Log for High School and Middle School Teachers**

#### **Frequently Asked Questions**

##### **What is an Extended Day Hour?**

Extended Day is compensation for one hour of work beyond the regular eight hour school day for each instructional school day. You should report all hours worked beyond the school day for all FFA, SAE, Agricultural Education, etc... activities that directly relate to your duties as an Agricultural Educator.

##### **What constitutes an Extended Year Day?**

An Extended Year Day is eight or more hours of work performed on a single day outside of the 180 instructional school days and 10 pre-planning, post-planning and teacher work days.

##### **What days of the month should I report?**

Every day of the month should be documented.

##### **What is a contact?**

A student that is under your direct supervision during an extended day or extended year activity; A meeting conducted with a parent, business leader, farmer or other stakeholder where you discuss with or educate them about the FFA and/or Agricultural Education issues; This does not include social visits.

##### **How do I count contacts at Summer Leadership Camp, Livestock Shows, CDE's, Civic Club meetings, etc...?**

**Summer Leadership Camp** - Your contacts are those students that you have direct supervision over from your chapter and/or from a colleagues Chapter if the students have been assigned to you and your cabin. You may also count adults (fellow teachers, presenters, etc.) with whom you have a professional discussion that relates to the FFA and/or Agricultural Education program.

**Livestock Shows and CDE's** - Your contacts are those students that you have direct supervision over from your chapter. You may also count parents, family members and community members who are participating in the event or assisting in the event on behalf of your Chapter. You may also count adults (fellow teachers, producers, judges, etc.) with whom you have a professional discussion that relates to the FFA and/or Agricultural Education program. If you coordinate and host an event you may count everyone in attendance.

**Civic Club Meetings** - If you and/or your Chapter Members conduct a formal presentation to a civic group meeting you may count everyone in attendance. If you are attending as a member or guest of the organization but do not make a presentation you can only count those adults with whom you discuss FFA and Agricultural Education issues.

##### **How many non-school days can I count as Extended Years days?**

Teachers employed on an eleven month contact may count up to five Saturdays, Sundays and Holidays as Extended Year Days. Teachers employed on a twelve month contact may count up to ten Saturdays, Sundays and Holidays as Extended Year Days.

##### **What is the difference between Contact Hours and Extended Day/Year Hours?**

A contact hour is the actual time that you participated in a professional improvement activity. Extended Day and Extended Year hours are the hours that you worked beyond the normal instructional school day.

**All monthly reports must be submitted by the 10th day of the following month!**  
**This is a critical deadline!**



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### Monthly Reports Instructions

**1. Log in to the Georgia Ag Education website**

Contact your Region Director once you are hired in a school system. Your Region Director will let submit your email address information to the Georgia Agricultural Education Curriculum & Technology Office for your log in information.

**2. Click on “Go to Georgia Ag Ed Online”**

This will take you to your Georgia Ag Ed Dashboard. Click on “Teacher Reports” on the left hand side. Under “Teacher Reports” you have two tab options at the top on the left (Monthly Reports and Program of Work). If you are on the Monthly Report tab, then you will see a screen similar to this:

**3. Click on “Add New Entry” to add each entry.**

Once you click “Add New Entry” you will see a screen with a space for a date at the top and drop down boxes for your information.

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- 4. Type in your date**  
The date can be typed in almost any format of numerical or letters.
- 5. Click on the dropdown for Place**  
Place options are: School, Home Visit, Community or Out of Community
- 6. Click on the dropdown for Category**  
Category options are: CDE, CDE Practice, SAE, FFA, Community, Prof. Improvement, Non-School Event or Specialized Facilities
- 7. Click on the dropdown for Activity**  
Activity dropdown options are dependent upon which Category you select. If you select CDE, then a list of possible CDE options will appear in the dropdown menu. If you select SAE, then a list of possible SAE options will appear in the dropdown menu.
- 8. Click on the correct number for Extended Day Hours**  
Please see tips on documenting Extended Day Hours in tip FAQ sheet.
- 9. Click on the correct number for Extended Year Hours**  
Please see tips on documenting Extended Year Hours in tip FAQ sheet.
- 10. Type in a number value or Number of Contacts**  
Please see tips on documenting Number of Contacts in tip FAQ sheet.
- 11. Type in Contact Names**  
Please see tips on documenting Contact Names in tip FAQ sheet.
- 12. Type in Miscellaneous Information**  
Please include any other information regarding the activity. Maybe add location, name of show, or other event information to document the activity.
- 13. Click "Add Entry" at the bottom of the screen to complete entry.**

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