

**P-240 Ancillary Service Report Form**  
**(Private School/Home-Schooled Instruction Students)**

Directions: Use this form to report hours of ancillary service provided to private school students or students receiving home-schooled instruction. Report actual hours of service, not estimates. Absences may not be reported. Cumulative hours of service are reported monthly on Form P-240. Total hours of service is divided by 900 and the result is added to the district's AAFTE enrollment in determining apportionment of state basic education monies (900 hours of service equals one AAFTE student).

Month of Service \_\_\_\_\_ School Providing Service \_\_\_\_\_

STUDENT'S NAME	SERVICE	DATE OF SERVICE	HOURS OF SERVICE	STUDENT'S SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Total Hours of Service \_\_\_\_\_

Signature of School Principal \_\_\_\_\_

Date \_\_\_\_\_

\* Ancillary services are not courses of study. Ancillary services are co-curricular services or activities available to all students in the district including, but not limited to the following: counseling, psychological services, testing, remedial instruction, speech, hearing therapy, health care services, and tutorial services. (Private school/home-schooled students enrolled in a course of study are counted as a regular FTE for funding and included in P-223 report).