



**Early Learning Coalition of the Nature Coast**  
Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

**Provider Alert #46**

**Date:** November 3, 2008  
**Subject:** Retention of Attendance Records: School Readiness and VPK

The purpose of this Provider Alert is to remind School Readiness and VPK Providers of retention of records requirements; please note that all student attendance sign in/out sheets fall into the following category:

School Readiness

School Readiness Provider Agreement D. Audit Records and Records Retention:

iii The provider shall retain all client records, financial records, supporting documents, statistical records and any other documents (including electronic storage media) pertinent to this agreement for a period of **five (5) years**.

Voluntary Prekindergarten

State of Florida Voluntary Prekindergarten Education Program Statewide Provider Agreement:

Child Attendance and Discipline

29. The PROVIDER understands that in accordance with section 1002.71(6)(b)(2), Florida Statutes, the parent or guardian of each child in the VPK program must verify, each month, the child's attendance on the prior month's certified child attendance. The provider agrees, in accordance with procedures of the COALITION and the Agency for Workforce Innovation, to collect from each child's parent or guardian Form AWI-VPK 03S or Form AWI-VPK 03L (Student Attendance and Parental Choice Certificate) signed by the parent or guardian. The PROVIDER agrees to Keep each original signed form for at least **2 years** in accordance with section 1002.71(6)(b), Florida Statutes

Maintenance of Records/Confidentiality

47. The PROVIDER agrees that it shall keep all VPK records of a child (except as allowed in Paragraph 29) for at least 3 years after the child's last day of attendance, and records of a prekindergarten instructor or prekindergarten director for at least **3 years** after the employee's last day of employment (except as required by the Agency for Workforce Innovation's procedures\*) or, to the extent required in accordance with the retention schedules and disposal process adopted under section 119.021(2), Florida Statutes, which ever is greater.

\*AWI policies and procedures may be viewed at: <http://www.floridajobs.org/earlylearning/IMPI.html>.

If you have any questions or concerns related to this Alert please contact Susan Jaquith at 352-563-9939 Ext. 234 or [sjaquith@elc-naturecoast.org](mailto:sjaquith@elc-naturecoast.org)

Thank you

Susan Jaquith  
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