



Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

Provider Alert #49

Date: November 24, 2008

Subject: Student Attendance Verification

On October 31, 2008, an amendment was completed on the Early Learning Program Operating Procedure (ELPOP) which pertained to the ELCNC-40: Student Attendance Verification Form which school readiness providers were allowed to use as an alternative to daily sign in and out sheets to verify student attendance. Previously, the Coalition had a form available for provider use as desired, but to comply with federal regulations that form has now been removed.

School Readiness providers are now allowed to develop and utilize their own Student Attendance Verification Form, which must include the following items:

- Date
- Time child arrived and departed
- Signature of parent/guardian

Note that the above items must be included for each day of the month. One signature is not sufficient – there must be a daily signature. The records must support the totals submitted on the summary attendance sheets for payment each month. Parents must sign the form AFTER services are rendered – they may not sign the form in advance.

The amendment was made to Section 2.6 (A) of the Early Learning Program Operating Procedure.

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