



**Early Learning Coalition of Brevard County, Inc.  
Voluntary Prekindergarten Program  
Attendance Monitoring Tool**



**Program Year:**

<b>Date:</b>	<b>Class ID:</b>
<b>Provider Name:</b>	<b>Provider ID:</b>
<b>Enrollment Count:</b>	<b>Attendance Month Reviewed:</b>

**I. ATTENDANCE REVIEW**

Objective	Source	Compliance			Comments
		Yes	No	N/A	
1. Are the sign in/out sheets/long forms accurately completed, and matches submitted monthly attendance forms?	Monthly Attendance Electronic Tracking System Long forms Daily/Weekly or Monthly Sign in/out sheets				
2. Are the monthly Child Attendance and Parent Choice Certificate's completed and signed by parents or guardians?	OEL-VPK-20  OEL-VPK03S  OEL-VPK03L				

**COMMENTS**

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**CORRECTIVE ACTION**

<b>Corrective Action Plan Required?</b>	<b>YES</b>	<b>NO</b>
<b>If yes, due date:</b>	<b>Corrective Action: <u>See provider notification form</u></b>	

**Office Use Only**

CAP received date:	CAP compliance date:	
Notes:		
Administrative Reviewer:	Title:	Date: