

**IMPORTANT NOTICE
FROM THE EARLY LEARNING COALITION
FOR PARENTS OF PRE-K STUDENTS**

VPK ATTENDANCE RECORDS

Sign in/out sheets must include:

- 1) Time in (must be accurate to the minute, may not be rounded up or down).
- 2) Time out (must be accurate to the minute, may not be rounded up or down)
- 3) AM and PM
- 4) Full signature of person signing child in (in blue ink)
- 5) Full signature of person signing child out or person authorized by the parent to pick up child (in blue ink)
- 6) Please sign short forms at the end of every month to verify your child's attendance