



# School-Age Children Attendance Record

## CHILD CARE ASSISTANCE PROGRAM



1) Mark if CSI is going to pay yearly registration

2) Remember Provider ID# and Child ID#

4) Remember AM or PM

3) Remember to mark if transportation is furnished



5) Full signatures twice daily



6) Parent and provider sign at the end of the month

7) Note any absences on the back of the form

**CHILD CARE ASSISTANCE PROGRAM**  
SCHOOL AGE CHILDREN ATTENDANCE RECORD  
(one for each child)

PROVIDER'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

MONTH AND YEAR \_\_\_\_\_ CHILD'S NAME \_\_\_\_\_ CHILD'S DATE OF BIRTH \_\_\_\_\_

PROVIDER ID# \_\_\_\_\_ CHILD ID# \_\_\_\_\_

PLEASE CHECK:  YEARLY REGISTRATION  TRANSPORTATION FURNISHED

DATE	DAY	TIME IN AM/PM	FULL SIGNATURE (Daily)	TIME OUT AM/PM	TIME IN AM/PM	FULL SIGNATURE (Daily)	TIME OUT AM/PM	TOTAL
TU								
WED								
TH								
FRI								
SAT								
SUN								
MON								
TU								
WED								
TH								
FRI								
SAT								
SUN								
MON								
TU								
WED								
TH								
FRI								
SAT								
SUN								
MON								
TU								
WED								
TH								
FRI								
SAT								
SUN								

FOR OFFICE USE ONLY:

FRIDAY	SAID	FRIDAY/WKND	FRIDAY/WKND	FRIDAY/EVE	FRIDAY/EVE	FRIDAY
FRIDAY	FRIDAY	FRIDAY/WKND	FRIDAY/WKND	FRIDAY/EVE	FRIDAY/EVE	FRIDAY

Parents: 1. Sign full signature twice each day. 2. Reasons for absence must be written on back. 3. On last day of month, provider and parent sign below. 4. Blue or black ink only. 5. Parent must initial any changes.

I CERTIFY, UNDER PENALTY OF PERJURY, THAT CHILD CARE SERVICES, AS NOTED IN THIS RECORD, HAVE BEEN PROVIDED AND USED.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

**ABSENCES**  
Complete if child is absent from Child Care Provider.

DATE	REASON (if sick, name illness) List specific reasons for absence; I.E., flu, measles, broken arm, etc.	PARENT'S SIGNATURE

Remember, more instructions on submitting the attendance records are on the back of the form.

