NOTE: PLEASE CALL THE OFFICE FOR THE SPECIFIC DUE DATE AND TIME OF ATTENDANCE SHEETS. Attendance sheets are accepted to ELCFH offices in person, scan & emailed, via U. S. mail or via fax (call to confirm of receipt). Any changes such as Holidays, VPK instruction/non-instruction days, etc. must be submitted in writing to the ELCFH. **For any new children, please use this blank attendance sheet.**

ENROLLMENT/ATTENDANCE CERTIFICATION

Return To :

Charlotte Fax: 941-255-5856
DeSoto/Hardee Fax: 863-494-5291
Highlands Fax: 863-314-4480

ELCFH Staff Use Only

NAME	CHILD ID	PARENT FEE	FUNDING SOURCE	AGE LEVEL	UNIT OF CARE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	[redacted]	REDETERM DATE

FOR EACH DAY, CODE AS FOLLOWS :

X = Enrolled/Present
A = Authorized Absence beyond 3 days
T = Terminated
E = Excused Absence
H = Reimbursable Holiday
N = Enrolled, Non-Reimbursable

Period From: **To:** **Page:** **of:**

I understand that it is my responsibility to collect all assessed Parent fees.

Authorized Signature: