



**Monthly Attendance Checklist
2021-2022**

Program Name: _____

Month: _____

Did you include the following?

_____ **Request for Payment** (All columns fully completed and calculated.)

_____ **Summary of Classroom Attendance report** (Applies to Guilford County Schools, Head Start and private centers with three or more classrooms)

_____ **NC Pre-K Attendance Report for each classroom** (Signed and Dated)

Include this checklist with your attendance packet. You may bring attendance to our office or email to savannahk@guilfordchildren.org. Our address is 500 W. Friendly Avenue, Suite 100, Greensboro, NC 27401, no later than 12pm on the 5th day of each month. No partial packets will be processed.

All staff must be approved in NC Pre-K Plan in order to receive payment. No exceptions will be made.