Monthly Attendance Checklist

Program Name: _____

Month: _____

Did you include the following?

☐ Provider Invoice – All columns fully completed and calculated, (# of Children X Payment Rate).

☐ NC Pre-K Attendance Report for each Classroom – Signed and dated.

☐ Summary of Classroom Attendance Report – Applies to Guilford County Schools, Head Start, and Private Centers with three or more classrooms.

When is attendance due?

Attendance is due at 12:00 PM on the 5th of every month unless otherwise notified.

If the 5th falls on a weekend or holiday, it will be due the Friday prior to that weekend.

You will receive an email reminder one week before attendance is due.

How to submit attendance?

Email/Scan attendance to attendance@guilfordchildren.org **OR**

Fax attendance to (336) 274-5447 **OR**

Drop off attendance to the Guilford County Partnership for Children at 4900 Koger Blvd., Suite 151, Greensboro, NC 27407.

Keep in mind…

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

Attendance must be complete upon submission. No partial packets will be processed.