



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.

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 SusanB@GuilfordChildren.org **OR**

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

Drop off attendance to the Guilford County Partnership for Children.
Our address is 4900 Koger Boulevard, Suite 151, Greensboro, NC 27407.

Keep in mind...

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

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