



## Monthly Attendance Checklist

**Program Name:** \_\_\_\_\_

**Month:** \_\_\_\_\_

### Did you include the following?

- Provider Invoice – 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.

### When is attendance due?

Attendance is due at 12:00 PM on the 5<sup>th</sup> of every month.

If the 5<sup>th</sup> falls on a weekend, 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 [SavannahK@GuilfordChildren.org](mailto:SavannahK@GuilfordChildren.org) **OR**

Fax attendance to (336) 279-7404 **OR**

Drop off attendance to the Guilford County Partnership for Children.

Our address is 500 W. Friendly Avenue, Suite 100, Greensboro, NC 27401

### 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.