

YEAR-END ATTENDANCE SUMMARY STATEMENT

Attendance records were run and verified at the end of each grading/interim period as follows:

<input type="checkbox"/> 1.	August 15	September 13
<input type="checkbox"/> 2.	September 14	October 12
<input type="checkbox"/> 3.	October 16	November 15
<input type="checkbox"/> 4.	November 16	December 21
<input type="checkbox"/> 5.	January 3	February 4
<input type="checkbox"/> 6.	February 5	March 7
<input type="checkbox"/> 7.	March 18	April 24
<input type="checkbox"/> 8.	April 25	May 30

I certify the following:

- Attendance Verification Reports were run and verified by each teacher by class at the end of each grading/interim period (8 reports annually)
- All attendance was updated and/or edited prior to printing the interim/report cards
- Attendance Verification Reports are complete and accurate for all students active at the school
- The school will keep Attendance Verification Reports for **three (3) years**

Principal Name (print)

Principal Signature

School Name

Date

Note:

1. Refer to iBriefings for further instructions outlined by Technology Operations on processing/storing Attendance Verification Reports.
2. Year-End Attendance Summary Statement must be signed and submitted via email to the Department of Student Relations no later than **June 6, 2019**

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