

**MEMORANDUM**

Aug 24, 2009  
MT 016.09  
MT.305 636-6147

**TO:** All Teachers and Center Directors  
Educational Alternative Outreach Program



**FROM:** Miguel Torres, Principal  
Educational Alternative Outreach Program

**SUBJECT: MANDATORY WEEKLY ATTENDANCE/ENROLLMENT REPORT**

In order to maintain required auditable information, sites must keep and report daily attendance/enrollment/new lunch forms to the office. Please complete the form below and fax it to Dr. Barbara Van Leer at 305-636-6199 every Friday, or the last day of each school week. This report is independent of the daily homeroom attendance.

Additionally, all sites must send completed lunch forms for all students enrolled in the program to Ms. Karlene Tapper. Please call Ms. Tapper to request lunch forms at 305-636-6160.

Should you require additional information or clarification, please contact Dr. Van Leer at 305-636-6151.

Thank you in advance for your cooperation and support.

MT/mg

Attachment

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
EDUCATIONAL ALTERNATIVE OUTREACH PROGRAM**

**DAILY ATTENDANCE/ENROLLMENT/LUNCH FORM REPORT**

Center: \_\_\_\_\_ Week of: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Students Enrolled</b>					
<b>Students Present</b>					
<b>Number of new Lunch Forms sent</b>					

**This form must be faxed to 305-636-6199 every Friday or at the completion of the work week**

