MEMORANDUM

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

TO:All Teachers and Center Directors<br/>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
Students Enrolled					
Students Present					
Number of new Lunch Forms sent					

This form <u>must</u> be faxed to 305-636-6199 every Friday or at the completion of the work week



## MIAMI-DADE COUNTY PUBLIC SCHOOLS EDUCATIONAL ALTERNATIVE OUTREACH PROGRAM ENTRY/WITHDRAWAL

Educational Alternative Outreach Center: Week of:											
ID#	E/W	Student Name	New School Name (if withdrawn)	Address of New School (*city, state and country MUST be included if withdrawn)	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	
		E - Entry W - Withdrawal 8014 (305) 636-6196 8017 (305) 636-6195	* Students who are leavin be provided in appropriat	g the county and/or out of state/country the e areas.	new scl	hool an	id addi	ress Ml	JST		
		A cover sheet is not required.			EDUCAT	IONAL AI	LTERNA	TIVE OUT	REACH PR Revi	ROGRAN ised 6/07	