

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
Students Enrolled					
Students Present					
Number of new Lunch Forms sent					

This form must 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ID#	E/W	Student Name	New School Name (if withdrawn)	Address of New School (*city, state and country MUST be included if withdrawn)	Mon.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.

CODES: E - Entry W - Withdrawal * Students who are leaving the county and/or out of state/country the new school and address **MUST** be provided in appropriate areas.

**Fax To: 8014 (305) 636-6196
8017 (305) 636-6195**
A cover sheet is not required.