

OFFICIAL ATTENDANCE REPORT

INSTRUCTIONS:

1. Fill in the calendar days in the squares in the upper right corner of each box.
2. Put number of hours taught in box coinciding with correct calendar day.
3. Add up hours and days taught for the month and record in the proper blank.
4. Compute your year-to-date total and record in the proper blank.
5. Mail to: ABCD, 850 NE 36 Terr, Unit E, Ocala, FL 34470

[Families whose OAR is not received in the ABCD Office by the 10th of the month shall be assessed a late charge.]

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Hours / Day - Monthly Total

Hours / Days - Year-to-Date Total

By my signature below, I certify:

1. I have maintained for the above named student a daily lesson plan or activity log book, maintained on a daily basis and setting forth the subject matter covered and/or learning activities in which the student was engaged each day; and
2. I have saved a representative sampling of the above named student's work throughout this month and have incorporated this sampling into a notebook or portfolio that is a part of the permanent student file for the student and which shall be maintained by me throughout the school career of the child.
3. The following information concerning attendance at *Continuing Teacher Education* activities as well as student participation in the ABCD-sponsored activities listed:

(a) Parents' Meeting: _____
mother father D/N/A

("Check" attendance by mother and/or father or indicate that you "Did Not Attend" the meeting.)

(b) Workshops/Seminars: _____
mother father

mother father

(Indicate session title and check whether mother, father or both attended.)

(c) Student Activity Participation: _____
Activity Activity

(Indicate activity in which student participated.)