
	AGENCY FOR WORKFORCE INNOVATION <b>Office of Early Learning</b>		
	SUBJECT FILE: 510.04	POLICY NUMBER: OEL-PI-0030-05	
	ISSUE DATE: September 21, 2005	UNIT: Program	
	DEPUTY DIRECTOR FOR EARLY LEARNING: Gladys W. Wilson		

**Subject:** Documenting and certifying student attendance in the VPK program

**Summary:** This program instruction directs private prekindergarten providers and public schools to record daily attendance of students participating in the VPK program. It requires providers and schools to submit a monthly attendance roster to the early learning coalition. It allows providers and schools to use either a daily sign-in record or other method to document daily attendance. This program instruction directs providers and schools to require each student's parent to verify the student's attendance each month on a Student Attendance and Parental Choice Certificate. The parent uses a short form of the certificate (Form AWI-VPK 03S) if the provider or school uses a daily sign-in record or a long form (Form AWI-VPK 03L) if the provider or school uses another method to document attendance. This program instruction also requires providers and schools to maintain attendance documentation for specified periods, to permit the documentation to be inspected, and to submit the documentation to the coalition if required.

**References:** Section 1002.71(6)(b)1. and 2., F.S.  
Section 1002.75(2)(f), (g), and (h), F.S.

**Purpose:** To establish procedures for providers and schools to document and certify daily student attendance for the VPK program

**Background:** The VPK law (ss. 1002.51-1002.79, F.S.) requires the Agency for Workforce Innovation (AWI) to adopt procedures for paying private prekindergarten providers and public schools, documenting and certifying student attendance, and reconciling advance payments in accordance with the uniform attendance policy (*see* OEL File 510.03) adopted by AWI (s. 1002.75(2)(f), (g), and (h), F.S.).

The VPK law also specifies that each "private prekindergarten provider's and district school board's attendance policy must require the parent of each student in the V[PK p]rogram to verify, each month, the student's attendance on the prior month's certified student attendance" (s. 1002.71(6)(b)1., F.S.) and that the parent must submit the verification to the provider or school on forms prescribed by AWI (s. 1002.71(6)(b)2., F.S.).

**Instructions: (1) *Certifying student attendance for payment; monthly attendance roster.*—**  
In order to certify student attendance for purposes of payments for the VPK program, each private prekindergarten provider or public school must submit a monthly attendance roster to the early learning coalition. The early learning coalition or its designee shall generate the form for the attendance roster using the statewide information system<sup>1</sup> and provide the roster form to the provider or school. The provider or school shall certify student attendance by completing the attendance roster and submitting the completed roster to the coalition or its designee.

**(2) *Documenting daily attendance by provider or school.*—**

- (a) Each provider or school shall maintain daily attendance documentation. To meet this requirement, a provider or school must:
  - 1. Maintain a daily sign-in record that documents the date, the child's name, and the signature of the child's parent or designee. The provider or school may use an electronic system to record this attendance documentation in lieu of a paper sign-in record, except that the system must record an electronic signature, card swipe, entry of a personal identification number (PIN), or similar daily action by the parent or designee; or
  - 2. Maintain another method to document attendance which reflects each child's daily attendance in the VPK program.
- (b) If a provider or school delivers the VPK program and other early learning programs (*e.g.*, school readiness program), the provider or school may jointly document attendance for each of these programs on the same daily attendance record.
- (c) The provider or school shall retain daily attendance documentation, including electronic media, for at least 3 years after the child's last day of attendance in accordance with the Statewide Provider Agreement (Form AWI-VPK 20) between the provider or school and the early learning coalition (*see* OEL File 508.04).

**(3) *Monthly attendance verification by parents.*—**

- (a) Each provider or school shall require the parent of each student in the VPK program to verify monthly the student's attendance during the prior month, as follows:
  - 1. If the provider or school uses a daily sign-in record, the parent must certify the student's attendance using the short form of the

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<sup>1</sup> The current statewide information system is the Enhanced Field System (EFS).

Student Attendance and Parental Choice Certificate (Form AWI-VPK 03S).

2. If the provider or school uses a method to document attendance other than a daily sign-in record, the parent must certify the student's attendance using the long form of the Student Attendance and Parental Choice Certificate (Form AWI-VPK 03L). Before a parent signs the long form, the provider or school must either enter the student's attendance on the form or attach documentation to the form which includes the student's attendance.
- (b) Each provider or school must keep each original signed Form AWI-VPK 03S or AWI-VPK 03L for at least 2 years in accordance with s. 1002.71(6)(b)3., F.S.
- (c) Each early learning coalition may require that a provider submit a signed copy of Form AWI-VPK 03S or AWI-VPK 03L. If required, the provider shall submit the form to the coalition or its designee by the date specified by the coalition or its designee.

**Attachments:** Form AWI-VPK 03S (Student Attendance and Parental Choice Certificate, Short Form)  
Form AWI-VPK 03L (Student Attendance and Parental Choice Certificate, Long Form)

PLEASE DIRECT QUESTIONS AND COMMENTS  
TO THE OFFICE OF EARLY LEARNING AT (850) 921-3171  
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STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN  
EDUCATION PROGRAM  
**Child Attendance and  
Parental Choice Certificate**  
(LONG FORM)



1. Child's first name	Middle name	Last name	Jr./III	2. Child's date of birth
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3. Name of private provider or public school	4. VPK class
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5. Attendance month	6. Year	7. Child's attendance is: <input type="checkbox"/> Entered below <input type="checkbox"/> See attached document
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SUN	MON	TUE	WED	THU	FRI	SAT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> = Days attended				

**PARENTAL CERTIFICATION**

I swear (or affirm) that my child (*whose name appears above in item 1*) attended the Voluntary Prekindergarten Education Program on the days entered above, or included in the documentation attached to this form, and certify that I continue to choose the private provider or public school (*whose name appears above in item 3*) to deliver the program for my child and direct that program funds be paid to the provider or school for my child.

8. First name of parent or guardian	Middle name	Last name	Jr./Sr./III
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9. Signature of parent or guardian	10. Date signed
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**NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL:** A private provider or public school must keep this original signed form for at least 2 years. A private provider must permit the early learning coalition, and a public school must permit the school district, to inspect this original signed form during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.