Title I Family Engagement
ATTENDANCE FORM
(Please put the totals at the end of the page)

Title of Meeting_____

School_____ Meeting Date_____

Please account for everyone (including children) in attendance!
Favor de incluir a todos los asistentes, incluso los niños

Name/Nombre Please use black pen –thanks Favor de usar bolígrafo de tinta negra.	***# of Parent(s) / padres***	***# of Student(s) /estudiantes***	***# of Visitors/ visitantes***	***# of Staff***
(Sample) *Tomas and Sally Dominguez*	2	2		

Parents _____
Students _____
Guests _____
Staff _____
Total _____

Keep originals as documentation of meetings at school in your Title I binder. Two copies of sign-in sheets, with <u>total</u> attendance, agenda, and receipts go to Accounts Payable if your meeting includes food purchases. **2013-14**