

Properly Marking Attendance & Meal Count Forms

To Correctly Mark Attendance & Meal Count Forms:

1. Use **ONLY** dark black pens or markers.
2. Make neat, dark, black X's in the center of the box, making sure to stay within the lines.
3. Avoid making any stray marks on any part of the form.
4. The date must be pre-printed at the top of each column. If the date is not printed – ask for a new form. Do not manually enter the date.
5. For a new child in a class, neatly write their first and last name by hand on the next available row, being sure to stay within the lines.
6. Use white-out to correct mistakes.
7. Mark each child in attendance if they received a meal. If attendance is left blank meals will not be counted.
8. Sign and date the form before submitting.

Weekly Attendance & Meal Count Report

MM Center 12345 (972) 671-5211 Week Of: 9/5/2011 - 9/9/2011 Sponsor: Minute Menu Centers Inc. 123-456-7890

CLASSROOM #: 2A			09/05/2011 MONDAY					09/06/2011 TUESDAY					09/07/2011 WEDNESDAY					09/08/2011 THURSDAY					09/09/2011 FRIDAY				
AGE	NBR	CHILD NAME	Att	B	A	L	P	Att	B	A	L	P	Att	B	A	L	P	Att	B	A	L	P	Att	B	A	L	P
1	2y 3m	251 Boston, Jennifer	X	X	X	X	-	X	X	X	X	-	X	X	X	X	-	X	X	X	X	-	X	X	X	X	-
2	2y 4m	345 Carrillo Padron, Roberto					-	X	X	X	X	-					-	X	X	X	X	-					-
3	1y 9m	290 Clark, Christine	X			X	-	X	X			-	X			X	-	X	X	X		-	X		X		-
4	2y 2m	233 Clark, Wendy	X	X			-	X	X	X		-	X	X	X		-	X		X	X	-	X	X	X		-
5	1y 11m	306 Clark, Natalie K	X	X	X		-	X	X	X		-	X	X	X		-	X	X	X		-	X	X	X		-
6	2y 2m	285 Clark, Thomas W	X	X	X	X	-	X	X	X	X	-	X	X	X	X	-	X	X	X	X	-	X	X	X	X	-
7	2y 1m	216 Cooper, Mia					-	X	X	X		-					-	X	X	X		-					-
8	1y 10m	354 Daleiden, Samantha Kay	P	X		X	-	X	X			-	X		X	X	-	X	X	X		-	X		X		-
9	2y 3m	266 Evans, David	X	X			-	X	X	X		-	X	X	X		-	X		X	X	-	X	X	X		-
10	2y 5m	72 Perez, Dawn	X	X	X		-	X	X	X		-	X	X	X		-	X	X	X	X	-	X	X	X		-
11							-					-					-					-					-
12							-					-					-					-					-
13							-					-					-					-					-
14							-					-					-					-					-
15							-					-					-					-					-
16							-					-					-					-					-
17							-					-					-					-					-
18							-					-					-					-					-
19							-					-					-					-					-
20							-					-					-					-					-
21							-					-					-					-					-
22							-					-					-					-					-
* Special Diet																											
Daily Totals:																											
Total Nbr of Program Staff Meals:																											

CXFORMID1008 56475 I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution under applicable state or federal statutes. Teacher: Mike Brayer Date: 9/10/11 Page 1 of 7

Correctly Marked Weekly Attendance & Meal Count Form

Common Errors in Filling Out Forms

Avoid the following marking errors:

- Do not use pencil or colored inks other than black.** Always use black pens or markers (not displayed).
- Do not use handwritten dates in the headers.** Never write a date in the header. Use only pre-printed dates. For a different week, print a new form.
- Do not mark boxes in any way if a child's attendance and/or meal is not claimed.** Anything written in a box is assumed to be a mark, causing incorrect meal counts. Leave Attendance or Meals blank if a child is not present for the meal.
- Do not allow markings to stray into neighboring boxes.** Be sure to stay within the lines.
- Do not write notes on a line with the child's name.**
- Do not mark child names outside the lines.** If a child changes classrooms or enrolls mid-week, write in the child's name, but stay within the lines.
- Do not submit forms unsigned.** Always sign & date the form.
- Do not enter stray marks on form.** Do not write stray marks anywhere on the form, staple the form, or create marks near the four black corner boxes. Be sure each square [■] is completely visible on each corner.
- Do not handwrite dates that are in the middle of the week.** The handwritten date should always be for the end of the week or later.
- Do not use a highlighter anywhere on the form.** Use only a black pen or marker (not displayed).

01/28/2010
6:04 pm

Minute Menu Fun Time (222) 222-222

Weekly Attendance & Meal Count Worksheet
Week Of: 12/1/09-12/6/09 (Mon 11/30-Sun 12/6)

Sponsor: Demonstration (1234)
(222) 222-2222

CLASSROOM #: 1

11/30/09

CLASSROOM #: 1			12/01/2009 TUESDAY	12/02/2009 WEDNESDAY	12/03/2009 THURSDAY	12/04/2009 FRIDAY								
AGE	NBR	CHILD NAME	Att	B	L	P	Att	B	L	P	Att	B	L	P
1	1y 1m	39 Boston, Jennifer	X	X	X	X	X	X	X	X	X	X	X	X
2	1y 10m	1 Carrillo Padron,Roberto	X	X	X	X	X	X	X	X	X	X	X	X
3	0y 9m	61 Clark, Christine	X	X	X	X	X	X	X	X	X	X	X	X
4	1y 2m	12 Clark, Wendy	X	X	X	X	X	X	X	X	X	X	X	X
5	1y 5m	16 Clark,Natalie K	X	X	X	X	X	X	X	X	X	X	X	X
6	2y 4m	19 Clark,Thomas W	Drop											
7	2y 8m	20 Cooper,Mia	X	X	X	X	X	X	X	X	X	X	X	X
8	1y 0m	41 Daleiden,Samantha Kay	X	X	X	X	X	X	X	X	X	X	X	X
9	1y 6m	22 Davis,Catherine B	X	X	X	X	X	X	X	X	X	X	X	X
10	2y 4m	44 Evans,David "Eddie"	X	X	X	X	X	X	X	X	X	X	X	X
11	3y 2m	29 Gardner,Elizabeth A	X	X	X	X	X	X	X	X	X	X	X	X
12	2y 7m	45 Hamilton,Dawn	X	X	X	X	X	X	X	X	X	X	X	X
13	0y 10m	177 Hanish,Joseph	X	X	X	X	X	X	X	X	X	X	X	X
14	0y 11m	190 Hudson,Richard	X	X	X	X	X	X	X	X	X	X	X	X
15	2y 8m	36 Ivory,Richard	X	X	X	X	X	X	X	X	X	X	X	X
16	2y 2m	38 Johnson,Lori	X	X	X	X	X	X	X	X	X	X	X	X
17	0y 3m	185 Lampson,Christine M	X	X	X	X	X	X	X	X	X	X	X	X
18		McCall,Christopher	X	X	X	X	X	X	X	X	X	X	X	X
19		Trisha Brayer	X	X	X	X	X	X	X	X	X	X	X	X
20														
21														
22														
* Sp														
Daily Totals:														
Total Nbr of Program Staff Meals:														

CXFORMID1008 9475 I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution under applicable state or federal statutes.

Teacher: _____ Date: 12/11/09