

TO: SCHOOL A.O.'S & ALL SCHOOL SECRETARIES
FROM: CINDY ROSE, ACCOUNTS PAYABLE

**RE: REPORTING STUDENT ATTENDANCE FOR PAYMENT
 OF TRANSPORTATION ASSISTANCE**

For purposes of paying transportation assistance we need the number of days students were attending school.

- Authorized field trips count as at school for the day of departure and the day of return...the days between do not count for transportation assistance.
- Non-instructional days do not count if the students are not required to be at school.
- During Exam periods, the days students do not come to school are not days at school for transportation assistance.

When reporting student attendance to accounts payable for paying transportation assistance, please **USE THE FORM BELOW**, and attach copies of your attendance register.

Your help in using this form is greatly appreciated!

**SCHOOL DISTRICT #85
 STUDENT ATTENDANCE**

SCHOOL _____

MONTH _____

STUDENT'S NAME	DAYS ATTENDED	OFFICE USE

 A.O.'s Signature

 Date: