

ATTENDANCE REPORT REQUEST FORM*

This form is for participants who need documentation of attendance at a parenting program for work, a certification, court or other reasons.

- 1) Must have up-to-date registration form on file or fill one out prior to this request.
- 2) Must arrive on time, sign in and remain for the entire Families First class/group.
- 3) Clearly print your name, phone number and dates of attendance (up to two years) that you would like documented.
- 4) Reports cost **\$5 per person**, and must be paid for in advance.
IMPORTANT: Please allow two business days to process.
- 5) Enclose the \$5 payment with this form and either bring it to the Family Center window (M-F, 9-3), or mail it to:

Families First
 Family Center
 100 Campus Drive
 Portsmouth NH 03801

Name: _____

Address: _____

Phone: _____

Dates you would like report to cover (may be up to two years):

from: _____ **to:** _____
Date Date

Please choose one:

I have paid \$5. Please mail report to above address.

I have paid \$5. I will pick up the report on _____ .
Date

(Optional) I authorize Families First to share information regarding my attendance with:

Name Agency

Signature Date

***The attendance report is not intended as a measure of improvement.**