

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.

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

- 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) Print and fill out this form. 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. 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 Suite 12
Portsmouth NH 03801

Name: _____

Address: _____

Phone: _____

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

from: _____ to: _____

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 and time (must be Mon-Fri, 9am to 3pm)

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

Name *Organization*

Signature *Date*