2011 ~ 2012 HOME STUDY PROGRAM MONTHLY ATTENDANCE REPORT

Name of Home Study Program: _____
Address of Home Study: _____
City/State/Zip Code: _____
School Year: 2011 ~ 2012 **Beginning Date:** __/__/___ **Ending Date:** ___/__/____

Submit to: Kay Bassett
Rockdale County School System
(located at) Rockdale Career Academy
Address: 1064 Culpepper Dr. Rm 1232
City/State/Zip Code: Conyers, Ga 30094
770-388-5677 x 31311 770-388-5722 Fax

Attendance Report Due within the *first week* of each month

Two (2) missed months puts your student in Non-Compliance with the State of Georgia … File will be turned over to State Authority

Student Name	MONTH _____ 2011-2012																														# Days this month	# Days Year to Date
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

INSTRUCTIONS

1. Fill in the name and address of the Home Study Program as it appears on your Declaration of Intent to Utilize a Home Study Program.
2. Fill in the beginning and ending dates for the school year as they appear on your Declaration of Intent to Utilize a Home Study Program.
3. List each **student's name** as it appears on your Declaration of Intent to Utilize a Home Study Program.
4. Indicate each month and mark an **"X"** in the box for each day that satisfies the instructional requirements for the minimum 180-day school year.
5. Fill in **total # Days This Month** column **AND** **total # Days Year To Date** column. **Form needs to be completed each month with both totals.**
6. Sign your name and fill in the date of the day you **mail, email, fax or deliver this report to the local school superintendent's contact information above**.

Submitted By: _____ **Date:** _____
Signature of Parent/Guardian
Parent/Guardian Phone #:_____ **Parent/Guardian Email:** _____

Save this form to your hard drive, & email to kbassett@rockdale.k12.ga.us during the first week of each month. An email reminder will be sent on the last day of each month. You will receive a confirmation email once Attendance Report is received on my computer.

Please … Call first for an appointment day & time for Certificate of Attendance for Driver's Permit. Certificates will NOT be issued the same day requested. This allows for verification of attendance & notarizing of certificate. 770-388-5677 ext 31311