

YEAR-END ATTENDANCE SUMMARY STATEMENT

Attendance records were run and verified at the end of each grading/interim period as follows:

☐ 1.	August 11, 2026	September 11, 2026
☐ 2.	September 14, 2026	October 9, 2026
☐ 3.	October 13, 2026	November 6, 2026
☐ 4.	November 9, 2026	December 18, 2026
☐ 5.	January 5, 2027	February 5, 2027
☐ 6.	February 8, 2027	March 18, 2027
☐ 7.	March 30, 2027	April 23, 2027
☐ 8.	April 26, 2027	May 27, 2027

I certify the following:

- Attendance Verification Reports were run and verified by each teacher by class at the end of each grading/interim period (8 reports annually)
- All attendance was updated and/or edited prior to printing the interim/report cards
- Attendance Verification Reports are complete and accurate for all students active at the school
- The school will keep Attendance Verification Reports for **three (3) years**

Principal Name (print)

Principal Signature

School Name

Date

Note:

1. Refer to iBriefings for further instructions outlined by Technology Operations on processing/storing Attendance Verification Reports.
2. Year-End Attendance Summary Statement must be signed and submitted to the Department of Student Relations via email to studentrelations@collierschools.com no later than **June 4, 2027**.

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