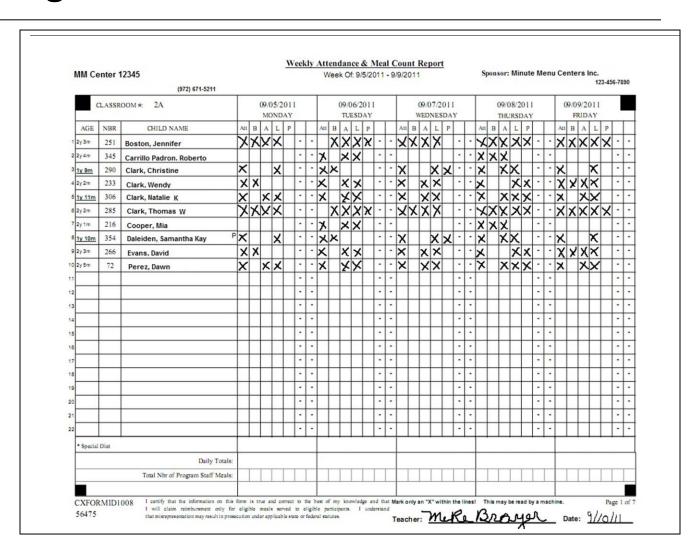# Properly Marking Attendance & Meal Count Forms

To Correctly Mark Attendance & Meal Count Forms:

1. **Use ONLY dark black pens or markers**.

2. **Make neat, dark, black X's in the center of the box**, making sure to stay within the lines.

3. **Avoid making any stray marks** on any part of the form.

4. The **date must be pre-printed at the top of each column**. If the date is not printed – ask for a new form. Do not manually enter the date.

5. **For a new child in a class, neatly write their first and last name by hand** on the next available row**,** being sure to stay within the lines.

6. **Use white-out** to correct mistakes.

7. **Mark each child in attendance if they received a meal.** If attendance is left blank meals will not be counted.

8. **Sign and date** the form before submitting.

Correctly Marked Weekly Attendance & Meal Count Form

Common Errors in Filling Out Forms

Avoid the following marking errors:

1. Do not use pencil or colored inks other than black. Always use black pens or markers (not displayed).

2. Do not use handwritten dates in the headers. Never write a date in the header. Use only pre-printed dates. For a different week, print a new form.

3. Do not mark boxes in any way if a child's attendance and/or meal is not claimed. Anything written in a box is assumed to be a mark, causing incorrect meal counts. Leave Attendance or Meals blank if a child is not present for the meal.

4. Do not allow markings to stray into neighboring boxes. Be sure to stay within the lines.

5. Do not write notes on a line with the child's name.

6. Do not mark child names outside the lines. If a child changes classrooms or enrolls mid-week, write in the child's name, but stay within the lines.

7. Do not submit forms unsigned. Always sign & date the form.

8. Do not enter stray marks on form. Do not write stray marks anywhere on the form, staple the form, or create marks near the four black corner boxes. Be sure each square [■] is completely visible on each corner.

9. Do not use a highlighter anywhere on the form. Use only a black pen or marker (not displayed).