

Attendance Designee Form

Name of NC Pre-K Site

Note: Below please provide an email address you would like the monthly attendance sheets to be sent to. There is additional space provided to list additional designees that are authorized to sign attendance. The monthly attendance sheets will be sent via DocuSign. Attendance signed after designated times will be held for processing at a later date.

The following individuals are authorized to review and sign monthly attendance sheets:

Name: _____

Email Address: _____

Title: _____

Additional Designees

Name: _____ Email Address: _____

Name: _____ Email Address: _____

Name: _____ Email Address: _____

Signature: _____

Date: _____

Updated June 2025