

SOUTHWEST HRA HEAD START

Section: Administration
Subject: Meeting Attendance Log
Revised: February 27, 2003

REGULATION REFERENCE:

Head Start Self Assessment

NAEYC Guide to Accreditation by the National Academy of Early Childhood Programs, revised edition

POLICY:

Attendance log will be maintained for all meetings.

PROCEDURES:

1. Attendance log will be maintained for all program meetings.

NOTE: Attendance at training meetings is recorded on the "Training Attendance Log" form

2. The individual scheduling the meeting will prepare a "Meeting Attendance Log" form, and will have form available at time of meeting.
3. The person chairing the meeting will ask all individuals to sign in at the time of arrival.
4. The person chairing the meeting will collect the "Meeting Attendance Log," attach all documents such as agenda and handouts, and file or submit the materials to the Assistant Director of the related area. The Assistant Director will maintain a file of completed forms and submit to the Assistant Director for Admin/Career Development when appropriate.