



Parent Instructions for Finding and Completing The Child Attendance and Parental Choice Certificate (Short Form)



On the last day of each month, all VPK teachers will send home a copy of your child’s attendance report. It is each parent’s responsibility to review their child’s attendance report, determine if there are any corrections needed, then go online to sign the Child Attendance and Parental Choice Certificate (Short Form). Please follow the instructions below to find and complete your monthly Short Form.

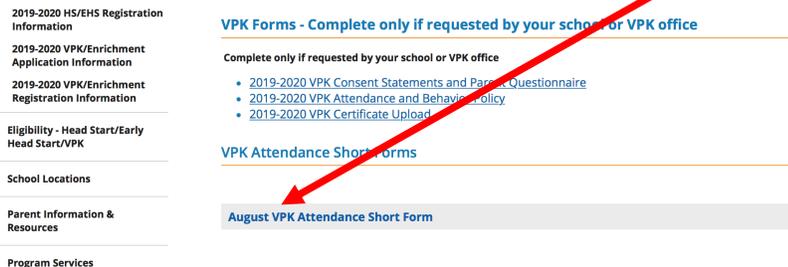
- 1) From any computer, smart phone or tablet, open up your internet browser (i.e. Explorer, Safari, Chrome, Firefox, etc.)
- 2) In the URL window, type the following or [click here](https://www.browardschools.com/head-start):
<https://www.browardschools.com/head-start>



- 3) Click on “VPK Attendance Short Forms”



- 4) When the VPK Attendance Short Forms page opens, select the month form you want to complete. (Note: The Short Form will not appear online until the last day of each month).



- 5) Select your child's school from the list. For classes that operate from 7:30 a.m. to 2:00 p.m., choose from the Full Day list. For VPK Extended Day classes that operate from 2:00 p.m. – 6:00 p.m., choose from the Ext. Day list.

VPK Attendance Short Forms

August VPK Attendance Short Form	
August VPK Attendance Short Form - Full Day	August VPK Attendance Short Form - Ext Day
AC Perry August VPK Short Form	Bethune VPK Short Form - Ext Day
Boulevard Heights August VPK Short Form	Castle Hill VPK Short Form - Ext Day
Challenger August VPK Short Form	Collins VPK Short Form - Ext Day
Coral Cove August VPK Short Form	Dillard VPK Short Form - Ext Day
Coral Park August VPK Short Form	Deerfield Park VPK Short Form - Ext Day
Davie August VPK Short Form	Endeavour VPK Short Form - Ext Day
Deerfield Beach August VPK Short Form	Fairway VPK Short Form - Ext Day
Dillard August VPK Short Form	Morrow VPK Short Form - Ext Day
Eagle Point August VPK Short Form	North Fork VPK Short Form - Ext Day
Everglades August VPK Short Form	Rock Island VPK Short Form - Ext Day
Fairway August VPK Short Form	Royal Palm VPK Short Form - Ext Day
Flamingo August VPK Short Form	Sanders Park VPK Short Form - Ext Day
Floranada August VPK Short Form	Sunland Park VPK Short Form - Ext Day
Forest Hills August VPK Short Form	Village VPK Short Form - Ext Day
Gulfstream August VPK Short Form	Walker VPK Short Form - Ext Day
Horizon August VPK Short Form	West Hollywood VPK Short Form - Ext Day
Lloyd Estates August VPK Short Form	Westwood Heights VPK Short Form - Ext Day
Margate August VPK Short Form	
Markham August VPK Short Form	
MLK August VPK Short Form	
Wingate Oaks August VPK Short Form	
McNab August VPK Short Form	
Morrow August VPK Short Form	
North Fork August VPK Short Form	

Full Day Schools

Ext. Day Schools

- 6) When the Short Form appears, complete all fields in yellow (Child's Name, Date of Birth, Name of School, VPK Teacher,)

Services POWERED BY Adobe Sign

Please sign: Lloyd Estates August VPK Short Form

STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN
EDUCATION PROGRAM
**Child Attendance and
Parent Choice Certificate
(Short Form)**

1. Child's first name Middle name Last name Jr/III 2. Child's date of birth August 2018

3. Name of private provider or public school Choose a school 4. VPK Teacher

PARENTAL CERTIFICATION

I swear (or affirm) that my child (whose name appears above in item 1) attended the Voluntary Prekindergarten Education Program during the months listed below. I certify that my child's daily attendance in the program was recorded by the private provider or public school and that I or my representative signed the attendance record each day that my child attended the program. I further certify that I continue to choose the private provider or public school (whose name appears above in item 3) to deliver the program for my child and direct that program funds be paid to the provider or school for my child.

5. Attendance month and year 6. Print name of parent or guardian 7. Signature of parent or guardian 8. Date signed

August * * Click here to sign Aug 27, 2019

September

October

November

December

7) EXAMPLE:



STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN
EDUCATION PROGRAM
**Child Attendance and
Parent Choice Certificate
(Short Form)**

August 2018

1. Child's first name Paul R. Gress, Jr.	Middle name	Last name	Jr/III	2. Child's date of birth 05/20/2015
3. Name of private provider or public school Lloyd Estates Elementary				4. VPK Teacher Mrs. Lloyd

PARENTAL CERTIFICATION

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5. Attendance month and year	6. Print name of parent or guardian	7. Sign as guardian	8. Date signed
August	Paul R. Gress, Sr.	 ×	Aug 27, 2019
September			
October			
November			
December			
January			

I agree to the [Terms of Use](#), have reviewed the [Consumer Disclosure](#) and agree to do business electronically with Head Start/Early Intervention
 Click to Sign

8) Click on “I agree” to indicate that you are ready to sign your Short Form electronically. Then choose, “Click to sign” to submit.



STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN
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**Child Attendance and
Parent Choice Certificate
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August 2018

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 Click to Sign

- 9) Enter your email address. A copy of your signed form will be sent to the email address you provide.

The screenshot shows a web-based document signing interface. A white dialog box titled "Enter Your Information" is centered on the screen. It contains the text "Please enter your email and then click to sign this document." Below this is a text input field with the placeholder text "Email". At the bottom right of the dialog are two buttons: "Cancel" and "Click to sign". The background is a greyed-out document form with fields for "Name of private provider or public school" (containing "Paul R. Gress, Jr.") and "VPK Teacher" (containing "05/20/2015").

- 10) The following message will appear, displaying the school name and month for the Short Form you successfully submitted.

The screenshot displays a success message on a light grey background. On the left is a small thumbnail of a document titled "Lloyd Estates August VPK Short Form". To the right of the thumbnail, the text reads: "You have successfully signed the agreement 'Lloyd Estates August VPK Short Form'." Below this, it says "Copies will be e-mailed to all parties." At the bottom center is a blue button with the text "Download a copy".

- 11) Close your internet browser window.