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## Guidelines for completing the Register Verification Form

For each student on the ALOA list, attendance staff must complete and retain a **Register Verification Form** for each of the indicated dates of attendance.

Attendance must be verified by one of the following staff members and the Register Verification Form must be accompanied by the necessary supporting documentation:

### 1. Classroom Teacher

*For High Schools that use period attendance scan sheets:*

- A period attendance scan sheet (salmon in color) for the date(s) in question, signed by the teacher of record.

*For all schools that do not use period attendance scan sheets:*

- A daily scan sheet (blue in color) for the date(s) in question, signed by the teacher of record.

### 2. Guidance Counselor

- Guidance Counselor's Log, which includes the date of the guidance session, the names of the Guidance Counselor and student, as well as the purpose of the meeting. The log needs to be a chronological listing of guidance activities.
- A completed ATS Intervention Log (ILOG) is also acceptable.
- If a Planning Interview was conducted, the Planning Interview Form (PIF) *must* accompany the Guidance Counselor's Log. The PIF must be signed and dated by the counselor, student and parent/guardian.

### 3. Attendance Teacher

- An annotated 407 Form with the Attendance Teacher's signature, as well as the date and purpose of the meeting.
- A completed ATS Intervention Log (ILOG) is also acceptable.

If verification by more than one staff member is necessary, a separate form is required for each additional staff member completing the form. ***No more than one staff member should complete a single form.***