Write legibly your full name, student’s name, and student’s grade level. If more than one student is accompanied by a parent/guardian list each student on a separate line. If two parents are with one student, include both parent names.

**Activity:**   **Date:**

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| --- | --- | --- |
| **Parent/Guardian Name** | **Student Name** | **Grade** |
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**Attach additional sheets if necessary.**

**Funding Source:** [ ]  **GEAR UP** [ ]  **Other**

**LEA:**   **School:**

**Activity:**   **Provider:**

**Date:**   **Start Time:**   **End Time:**   **# of Hours:**

**Description of Activity:**

 **Number of Students:** **Number of Parents:**

**Number** **of New Parents:**

**Total Participants:**

 **Site Coordinator Initials:** **SCRIBE Entry Date:**

 **Program Coordinator Program Coordinator**

 **Initials:**  **Review Date:**