Write legibly your full name, student’s name, and their grade level. If you have more than one student enrolled, list each student on a separate line. If more than one parent is in attendance, include names for both parents.

**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:**

 **Total Participants:** **Number** **of New Parents:**

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

 **Program Coordinator Program Coordinator**

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