

DIRECTIONS FOR TEACHER-PUPIL FORM

PINK FORM – KINDERGARTEN

1. Complete information at the top.
2. Write all dates in which you have more than 20 students and school is in session.
3. Write the number of students enrolled in excess of 20. (Do not write minutes.)
4. Summary:
 - a.) Total days = number of dates indicated
 - b.) Total number of students in excess = multiply the number of days by the number in excess (i.e. $20 \times 2 = 40$)
5. Teacher and Principal must sign and date.
6. Send to **Pamela Hewitt** at the end of the school month (**not calendar month**).

