

COPA Attendance Adjustment Request

Date of Request:	_____		
Contact Person Regarding Request Submitted:	Name:	_____	
Phone:	_____	Email:	_____

Section 1–Delegate Agency / Site Information

Agency:	_____	Number of Sites Requesting Assistance:	_____
Site/Address:	_____	Zip:	_____

Section 2–Classroom(s) Information

Classroom(s): _____	Date Range for Editing Access: From _____ To _____	Reason for Request <input type="checkbox"/> Child (ren) not enrolled in COPA until after the monthly attendance window had expired. <i>(Explain)</i> <input type="checkbox"/> Attendance was originally added in COPA, yet is not currently visible. <input type="checkbox"/> Other <i>(Please explain)</i> _____
Classroom(s): _____	Date Range for Editing Access: From _____ To _____	Reason for Request <input type="checkbox"/> Child (ren) not enrolled in COPA until after the 10 day attendance limit had expired. <i>(Explain)</i> <input type="checkbox"/> Attendance was originally added in COPA, yet is not currently visible. <input type="checkbox"/> Other <i>(Please explain)</i> _____

Section 3–Child (ren) Information

First/Last Name: _____	Date Range for Editing Access: From _____ to _____
Reason for Request <input type="checkbox"/> Child (ren) not enrolled in COPA until after the 10 day attendance limit had expired. <i>(Explain)</i> <input type="checkbox"/> Attendance was originally added in COPA, yet is currently not visible. <input type="checkbox"/> Other <i>(Please explain)</i> _____	

First/Last Name: _____	Date Range for Editing Access: From _____ to _____
Reason for Request <input type="checkbox"/> Child (ren) not enrolled in COPA until after the 10 day attendance limit had expired. <i>(Explain)</i> <input type="checkbox"/> Attendance was originally added in COPA, yet is currently not visible. <input type="checkbox"/> Other <i>(Please explain)</i> _____	

*Submit completed form with a ticket request to the help desk.

