**Attendance Log: Home visits, Speech Only, Parochials, Walk-ins**

This form is to be sent to your district MARSS reporter at the end of each month.

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| Student’s Name | Date (M/D/Y) | Attendance (mins) | Membership (mins) | Start Time | End Time | Comments |
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* + Membership = direct time + indirect time as listed on the child’s IFSP/IEP (Part B only)
  + If school district has full snow day-no membership counts; if school district has late start/early out-membership can be counted. Attendance would be counted if service was provided to the student.
  + Under membership hours count hours when (1) everyone was in attendance, (2) parent cancelled, and/or (3) no one was home. If provider cancels or is unable to attend, then the membership is NOT counted.
  + Membership can only be counted ONCE, so if you reschedule a cancelled session double check that you don’t have the membership logged for the cancelled day as well as the make-up day.

Service Provider Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_