

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

## Section 3–Child (ren) Information

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

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

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

