



CDE Update: Guidance on Parent Signatures on Monthly Attendance Records

California Department of Education contractors are required to obtain the signatures of parents/guardians on attendance records and/or invoices. However, due to COVID-19, contractors should not withhold reimbursement to providers on the basis of attendance records and/or invoices not having a parent or guardian's signatures if:

- (1) The provider attempts to collect a signature on the monthly attendance record or invoice, and
- (2) The parent or guardian is unable to sign due to the COVID-19 pandemic.

Providers must continue to submit attendance records and/or invoices in accordance with current reporting policies. Any attendance record received without parent signature must include documented attempts made to contact the parent.

The ELCD will be revising Management Bulletin (MB) 20-15 to include this clarification. If you have questions, please contact your assigned Program Quality Implementation Regional Consultant on the ELCD Consultants Regional Assignments website at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.