



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF QUALITY SCHOOLS - SCHOOL IMPROVEMENT

**ASSURANCE STATEMENT
ATTENDANCE HOURS ADJUSTMENT FOR NON-CERTIFICATED EDUCATORS
2017-2018 REGULAR SCHOOL YEAR**

COUNTY-DISTRICT	LOCAL EDUCATION AGENCY (LEA) NAME	TEACHER NAME	REGULAR SCHOOL YEAR
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INSTRUCTIONS

Complete this form by providing the summary of regular school hours by building and by grade. Return this form and the supporting documentation of hours of attendance, **due January 18, 2019**, to the **School Improvement Section, PO Box 480, Jefferson City, MO 65102-0480**; Phone: 573-751-4426

ASSURANCES

As the authorized representative of the above-named LEA, I certify that (mark all applicable items):

The attached supporting documentation of hours of attendance, summarized by building and grade, are for all students who were under the supervision of an employee who did not hold a valid Missouri educator certificate during their **2017-2018 regular school year** teaching assignment.

The Department of Elementary and Secondary Education (Department) will exclude these hours from Screen 14 of the Core Data Collection System and the LEA does not need to modify the June MOSIS enrollment and attendance file.

The attached hours of attendance, summarized by LEA by building by grade, are **for all LEAs paying tuition to this district**. I have notified these LEAs that the Department will exclude these hours from Screen 14 of the Core Data Collection System.

There are no hours of attendance that should be excluded from Screen 14 of the Core Data Collection System for the following reason (**supporting documentation required**).

SUMMARY OF HOURS

Summary of Hours	By Building Code and Name	By Grade Level

LEA AUTHORIZED REPRESENTATIVE SIGNATURE	DATE
PRINT OR TYPE AUTHORIZED REPRESENTATIVE NAME	

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