|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLOSING REPORT Fiscal Year** **-** | | | | |
| The director of the ECEC program shall submit an annual Closing Report and Program Staff Worksheet:   * which includes data for each age group served by the program as well as data for each staff member * to the **local conference office of education** * the local conference ECEC liaison will forward a copy to the Pacific Union Conference ECEC * by the end of the fiscal year or check with your local conference liaison | | | | |
| Pacific Union Conference | Local Conference: | | | |
| Name of Program: | | | | |
| **CLOSING DATA** | | | **NUMBER** | |
| 1. Closing cumulative enrollment for the fiscal year   (Include all students who registered throughout the entire fiscal year, regardless of their attendance.) | | |  | |
| 1. Attendance at the close of the fiscal year   (The actual attendance on June 30th or last day of school.) | | |  | |
| 1. Projected summer enrollment | | |  | |
| 1. Number graduating from Pre-K | | |  | |
| 1. Students planning to attend Adventist Kindergarten program in the fall | | | Adventist | |
|  | | | Non-Adventist | |
| **GENERAL INFORMATION** | | | **NUMBER** | |
| 1. Licensed Capacity | | |  | |
| 1. Number of Parent Education meetings/information shared | | |  | |
| 1. Type of Parent programs offered | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| 1. Total days closed\* from July 1, 20      to June 30, 20 | | | |  |
| Completed by | | Date | | |
| \*Number of weekdays the program was not in operation and for which tuition was not charged, was lost or not generated. | | | | |
| 1 | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROGRAM STAFF WORKSHEET** | | | | | | | | | | | | | | | | | | |
| Pacific Union Conference | | | | | | | | | Local Conference: | | | | | | | | | |
| Name of Program: | | | | | | | | | | | | | | | | | | |
| **Staff Information** | | | | | | | | | | | | | | **Total Number of Staff** | | | |  |
| **NAME** OF EMPLOYEE\* | TITLE | MALE | FEMALE | PART TIME | FULL TIME | SDA CHURCH MEMBERSHIP | SDA ECEC PAR\*\* | SDA ELEM CRED | | STATE CDC PERMIT | STATE ELEM CERT | LESS THAN 6 ECE SU\*\*\* | 6-12 ECE SU | 12 OR MORE ECE SU | AA W/12+ ECE SU | BA W/12+ ECE SU | MA W/12+ ECE SU | ADDITIONAL DATA |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| \*EMPLOYEE INCLUDES ALL PERSONNEL, SUCH AS PROGRAM ADMINISTRATORS, TEACHERS, SUPPORT STAFF, STUDENT TEACHERS AND VOLUNTEERS. \*\*PROFESSIONAL ACHIEVEMENT RECOGNITION CERTIFICATION. \*\*\*SU = SEMESTER UNITS | | | | | | | | | | | | | | | | | | |

2

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROGRAM STAFF WORKSHEET (continued)** | | | | | | | | | | | | | | | | | |
| Name of Program: | | | | | | | | | | | | | | | | | |
| **Staff Information** | | | | | | | | | | | | | | | | | |
| **NAME** OF EMPLOYEE\* | TITLE | MALE | FEMALE | PART TIME | FULL TIME | SDA CHURCH MEMBERSHIP | SDA ECEC PAR\*\* | SDA ELEM CRED | STATE CDC PERMIT | STATE ELEM CERT | LESS THAN 6 ECE SU\*\*\* | 6-12 ECE SU | 12 OR MORE ECE SU | AA W/12+ ECE SU | BA W/12+ ECE SU | MA W/12+ ECE SU | ADDITIONAL DATA |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \*EMPLOYEE INCLUDES ALL PERSONNEL, SUCH AS PROGRAM ADMINISTRATORS, TEACHERS, SUPPORT STAFF, STUDENT TEACHERS AND VOLUNTEERS. \*\*PROFESSIONAL ACHIEVEMENT RECOGNITION CERTIFICATION. \*\*\*SU = SEMESTER UNITS | | | | | | | | | | | | | | | | | |

3