

Overview of Tuition Credit Payments Process

Obtain an attendance sheet for keeping records of your DPP-enrolled children's monthly attendance.

Ensure that the attendance sheet is adequately and accurately completed for each child for each month.

Attendance sheets for DPP-enrolled children need to be submitted to DPP by mail, fax, or e-mail:

Mail: Denver Preschool Program
P.O. Box 40037 Denver,
CO 80204

Fax: (303) 295-1750

E-mail: attendance@dpp.org

Questions?
Contact (303) 595-4DPP (4377) or
attendance@dpp.org

Upon receiving completed attendance sheets, tuition credits will be distributed by direct deposit or mailed by check.

DPP will send you a payment notification with details on each DPP-enrolled child's tuition credit.

You may use your current attendance form or DPP's form, which is available on the Providers' page of our website at <http://www.dpp.org/for-preschools/provider-handbook>.

If you are using your own form, make sure it includes the following:

- Total number of children in DPP classrooms. That is, every child in the classroom; not just DPP children.
- Total DPP eligible children, which means the total number of Denver children in their last year of preschool in your classrooms.
- How many days the child is scheduled to attend school
- How many days the child is absent
- Information regarding children in the following situations:
 - ✓ Change of address (provide child's new home address)
 - ✓ Change of hours of attendance (provide child's new days and new hours of attendance)
 - ✓ Children starting or leaving your program (provide dates of enrollment or disenrollment)
- Please note any children receiving the DPP Scholarship, and confirm each month that they are not receiving any other public funding.

If your attendance sheets are received by the 7th of the month, you will receive your tuition credit payment by the end of the 20th of the month.

If your attendance sheets are received by the 20th of the month, you will receive your tuition credit payment by the end of the 7th of the following month.

****Attendance forms will only be accepted up to 20 days after the end of the month. To take September as an example, the final day to submit attendance is October 20.
TUITION CREDITS FOR SEPTEMBER WILL NOT BE DISTRIBUTED FOR ATTENDANCE SUBMITTED AFTER OCTOBER 20.**