



ALU LIKE, Inc.

Native Hawaiian Summer School Assistance Program

*E alu like mai kākou, e nā 'ōiwi o Hawai'i
Let Us Work Together, Natives of Hawai'i*

**Instructions for Summer School
For Invoice and Grades & Attendance Forms**

Please submit by email to nhssap@alulike.org to expedite this process.

Invoice (Begin submitting 2 days after school starts)

Please include the following on your invoice:

1. School Name and Address
2. Remittance - Name and Address
3. Date - Current Date (DO NOT BACK DATE)
4. Invoice Number (Number chosen by the school for tracking purposes)
5. Student(s) - Last and First Name(s)
6. ALU LIKE, Inc.'s Native Hawaiian Summer School Assistance Program Voucher Number
7. Course
8. Tuition Amount - (NOT TO EXCEED AMOUNT SHOWN ON VOUCHER)
9. Total Invoice Amount Due to School
10. Printed Name and Title of School Representative
11. Email Address of School Representative
12. Telephone Number of School Representative

Multiple invoices may be submitted if needed. Invoices must be submitted BEFORE JULY 21, 2023

Grades & Attendance

The submission of grades and attendance for all students is required by our funder

Please include the following on your grades and attendance form:

1. School Name and Address
2. Date - Current Date
3. Total number of summer school days offered
4. Student(s) - Last and First Name(s)
5. ALU LIKE, Inc.'s Voucher Number
6. Course
7. Summer School GRADE (**NOTE: If grades are not given, please indicate it on this form**)
8. Total number of days ABSENT
9. Printed Name and Title of School Representative
10. E-mail Address of School Representative
11. Telephone Number of School Representative

Summer school grades and attendance must be submitted BEFORE JULY 21, 2023

You may use the attached forms or you may use one of your own.

The ALU LIKE, Inc. forms attached can be downloaded from our website: www.alulike.org/nhssap