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 19, 2024

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 19, 2024

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
### SUMMER SCHOOL COST for the following STUDENT(s):

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Voucher No</th>
<th>Course</th>
<th>Tuition Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kai</td>
<td>Moana</td>
<td>135</td>
<td>English II</td>
<td>190.00</td>
</tr>
<tr>
<td>Lei</td>
<td>Ana</td>
<td>147</td>
<td>Algebra II</td>
<td>190.00</td>
</tr>
</tbody>
</table>

**TOTAL INVOICE AMOUNT DUE TO SCHOOL**: $380.00

---

**You may submit more than one invoice if needed**

**Submit invoice 2 days after the start of Summer School**

---

**Print Name and Title**: _______________________

**Phone No.**: _______________________

**Email**: _______________________

---

**Revised**: 03/31/2024
**SCHOOL NAME:**

**ADDRESS:**

---

**DATE:** 20

**Voucher # Course Days Absent**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Voucher #</th>
<th>Course</th>
<th>Grade</th>
<th>Days Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kai</td>
<td>Moana</td>
<td>135</td>
<td>English II</td>
<td>A</td>
<td>0</td>
</tr>
<tr>
<td>Lei</td>
<td>Ana</td>
<td>147</td>
<td>Algebra II</td>
<td>A</td>
<td>1</td>
</tr>
</tbody>
</table>

---

**Completion of this form is a requirement of our funder**

**If grades are not given, please indicate it on this form.**

---

**Print Name and Title**

**Phone No.**

**Email**

---

**Revised: 03/31/2024**
INVOICE

BILL TO:
ALU LIKE, Inc.
Native Hawaiian Summer School Assistance Program
2969 Mapunapuna Place, Suite 200
Honolulu, Hawai‘i 96819

SCHOOL NAME: ____________________________________________________________

MAKE CHECK PAYABLE TO:

DATE: ____________________________

INVOICE NO.: ______________________

SUMMER SCHOOL COST for the following STUDENT(s):

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Voucher #</th>
<th>Course</th>
<th>Tuition Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL INVOICE AMOUNT DUE TO SCHOOL $ 0.00
### Grade(s) & Attendance

**Submit To:**
ALU LIKE, Inc.
Native Hawaiian Summer School Assistance Program
2969 Mapunapuna Place, Suite 200
Honolulu, Hawai‘i 96819

**School Name:**

**Address:**

**Date:**

**Voucher #**  **Course**  **Grade**  **Days Absent**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Voucher #</th>
<th>Course</th>
<th>Grade</th>
<th>Days Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If grades are not given, please indicate it on this form.*

Print Name and Title

Phone No.

Email

Revised: 03/31/2024