

Task:Child Attendance Reporting-Monthly

Task	Person Responsible	Time Frame
<p>Note: You should have collected all original sign in sheets from all teachers by the 2nd of the month. Any changes that the teacher needs to make should be done through the FA</p> <p>1. Print report 2310 using the following options:</p> <ul style="list-style-type: none"> - Program term - Desired Site/ Classroom - Status:Enrolled/Dropped/Drop-Wait/Drop-Accept - Grouping:Classroom - Report Type:Detailed - Begin Date: First day of reporting month - End Date:Last day of reporting month - Make certain Show Summaries box is checked - Make certain By Classrooms box is checked - Make certain that the Report Type is checked as Detail 	Family Advocate	Monthly
<p>Note: When printing the report be sure to include weeks where the classroom is closed.</p>		
<p>2. Verify attendance by comparing the following:</p> <ul style="list-style-type: none"> -FA 2310 Report -Teacher's 2310 Reports -Sign in and out sheets -Attendnace that has been entered in ChildPlus 	Family Advocate	Monthly
<p>3. Make any needed corrections for accurate reporting.</p> <p>Note: If changes are made in child plus an additional CP2310 should be printed for the week the change was made and a Child Plus 2310 for the month.</p>	Family Advocate	As Needed
<p>5. Print report 2301 using the following options:</p> <ul style="list-style-type: none"> - Program term - Desired Site - Classroom: All Classrooms - Status:Enrolled/Drop/Drop-Wait/Drop-Accept - Grouping:Classroom - Report Type:Detailed - Begin Date: First day of reporting month - End Date:Last day of reporting month 	Family Advocate	Monthly
<p>6. Complete Attendance Analysis for classrooms averaging less than 85%.</p>	Family Advocate	As Needed
<p>7.Attendance should be submitted to the FSM by the 5th of the month in the following order:</p> <ul style="list-style-type: none"> - Monthly 2301 - Monthly 2310 Summary(if corrections made) attached to - Monthly 2310 Summary - Weekly 2310 (if corrections made) attached to 	Family Advocate	Monthly

- Weekly attendance 2310/2316 in chronological order
- documentation of absences/doctor notes
- Attendance Analysis if applicable

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Note: Include weeks where the classroom is closed.

Task: Monitoring Daily Child Attendance and Providing Family Support (cont'd)

Task	Person Responsible	Time Frame
<p>10. Monitor absenteeism follow-up and family support by printing and reviewing ChildPlus Report 4110 with the options listed below:</p> <ul style="list-style-type: none"> - Data Options: all events - Types of Events: CP: Chronic Problems - Initial Date Filter: Beginning; first day of month Ending; last day of month - Report Type: Individual - Report Grouping: Classroom - Status: Enrolled <p>11. Compare the Classroom Attendance Log and Report 4110 to determine if follow-up and family support case notes have been entered under CP: Chronic Problems for individual children who have missed four or more days.</p>	<p>Center Coord; Area Specialist</p>	<p>Monthly; as needed</p>
<p>12. Follow the procedure 'Managing Irregular Child Attendance and Chronic Absenteeism' to terminate a child.</p>	<p>Center Coord; Area Specialist</p>	<p>Weekly</p>