

ERSEA**Task: Entering Daily Attendance into ChildPlus**

Task	Person Responsible	Date to be Completed
1. Enter attendance information into ChildPlus using the ChildPlus Daily Sign-In Sheet. CP Report 1035.	Teacher	Daily before 10:00 am
2. ChildPlus click on <i>Entry Express</i> located on the top tool bar.	Teacher	Daily
3. In the lower tool bar click on <i>Attendance</i> .	Teacher	Daily
4. Using the drop down box select the appropriate <i>Site</i> and <i>Classroom</i> .	Teacher	Daily
5. Using the calendar click on the appropriate date.	Teacher	Daily
6. In the box labeled <i>Classroom Status</i> use the drop down to select from the following: <ul style="list-style-type: none">• Closed: The classroom is not open for children• Holiday: The date is a holiday• Open: The classroom is open for children	Teacher	Daily
Note: Once a classroom is marked open for the day all students are automatically marked present.		
7. If a child is absent for the date use the drop down box to the right of the child's name to change the "P" (present) to one of the following: <ul style="list-style-type: none">• E: Excused absence• U: Unexcused absence• N: Non-scheduled day	Teacher	Daily
Note: Non-scheduled day is used when a child shares services with the school system or when a child is absent due to a doctor or dental appointment to meet Head Start Health Requirements. (Must have documentation, i.e. Physical/Dental form, doctor's note, etc.)		
8. If a child is absent the reason MUST be entered in the column listed as <i>Absence Reason</i> . <i>Select a reason from the drop down choices</i> . If there is not a reason given which matches choose the closest match. An explanation of the absence will be given in the <i>Attendance Notes</i> . *If uncertain of how to document the reason for absence please contact FSM via e-mail.	Teacher	Daily

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<p>9. An attendance note is entered in the attendance note section for absences by:</p> <ul style="list-style-type: none"> • Clicking on the clock to the right of Attendance Notes to enter the date, time and person entering notes. • Enter a brief note of why the child was absent. <p>Note: Attendance notes should go under the child's name to which the note applies. Make certain that you click in the box <u>beside</u> the child's name and the name is highlighted before entering the attendance note at the bottom of the screen. If it is not it will be placed under the wrong child's name. NOTES SHOULD NOT BE ENTERED UNDER ONE NAME FOR MULTIPLE CHILDREN.</p>	Teacher	Daily
<p>10. Unexcused absences – If a child is out and no contact is made with the family mark as unexcused, with other as the reason and an attendance note added. When the child returns or contact is made at a later date a reason for the child's absence should be confirmed.</p> <p>If the absence would be considered excused attendance is to be corrected as unexcused to excused on the drop down list. The reason should be added as an additional attendance note following the directions of #9 on the SOP. The original attendance note should not be removed from the attendance notes.</p>	Teacher/ Family Advocate	Daily
<p>11. The FA must be contacted by the end of day if a child is absent due to the following reasons: UNEXCUSED, EMERGENCY CRISIS, TEMPORARY FAMILY SITUATION OR DUE TO ANY COMMUNICABLE DISEASE (Ex: lice, flu, bed bugs, strep, scabies)</p> <p><u>NOTE: Should the absence be a result of a communicable disease Health Services Manager should be notified immediately.</u></p>	Teacher Teacher/ Family Advocate	As Required As Required
<p>12. If a Child is absent two or more consecutive, unexcused absences or has irregular attendance (misses three to five days in two weeks) a contact note must be entered under <i>Family Services</i> and a home visit must be conducted by the FA. See procedure Entering Family Service Notes.</p>	Family Advocate	As Required
<p>13. <i>Constant communication between the teaching staff and family services is essential in monitoring daily attendance. FAs are to monitor daily attendance patterns.</i></p>		
<p>14. Once attendance is entered and verified, sign date and place time of entry on the bottom of daily sign in/out sheet. Two signatures, dates, and times are required at the bottom of the sign-in sheet for each day.</p>	Teaching Staff	Daily

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15. Submit Sign-In/Out Sheets Note: Once submitted to the Family Advocate, teachers should not make any changes to the attendance. If a reason for absence needs to be changed after it has been given to the FA the teacher should notify the Family Advocate via email and CC: Family Service Manager	Family Advocate	Weekly
16. Print CP Report 1035 daily sign in-out sheet using the following options: <ul style="list-style-type: none">• Program term• Group: All Groups• Desired Site/ Classroom• Status: Enrolled/Accepted• Clear all attendance codes	Teaching Staff	Weekly/As Needed