

ERSEA**Task: Monitoring Daily Child Attendance to provide Family Support**

Task	Person Responsible	Time Frame
1. Pick up attendance for previous week	Family Advocate	Weekly by Tuesday
2. Review attendance in Child Plus via report 2310/2305. Highlight name of children on the report who have: <ul style="list-style-type: none"> • Missed 2 or more consecutive days. • Has irregular attendance (misses 3 to 5 days in two weeks). • Unexcused absences. • Absences due to temporary family situations. • Absences due to emergency/crisis. • Absences due to hospitalization. • Absences due to communicable disease. 	Family Advocate	Weekly by Tuesday
3. Check highlighted child's attendance notes in Child Plus. (FA should document reason for the absence if it is not given in the attendance notes for the child.)	Family Advocate	As Required
4. Check highlighted child's attendance average in Child Plus. Note: If Child's weekly attendance is below 85% for two weeks out of the month FSM should be notified via email.	Family Advocate	Weekly by Tuesday
5. Review Sign in/out sheets of the previous week. Verify: <ul style="list-style-type: none"> • children are signed in and out daily • absences are documented accurately • attendance notes are being entered • Sign-In Sheets match ChildPlus data • Two staff signatures, dates, times are at the bottom of the sign-in sheets for each day 	Family Advocate	Weekly by Tuesday
6. Discuss attendance with classroom staff to determine reasons for children being absent and verify unexcused absences.	Family Advocate	As Required
7. Contact parent/guardian of a child who has: <ul style="list-style-type: none"> • Missed 2 or more consecutive days. • Has irregular attendance (misses 2 to 5 days in two weeks). • Unexcused absences. • Absences due to temporary family situations. • Absences due to emergency/crisis. • Absences due to hospitalization. 	Family Advocate	As Required

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<p>8. A home visit <i>is required</i> if a child has:</p> <ul style="list-style-type: none"> • Missed 2 consecutive days marked as unexcused/no contact • Has irregular attendance (misses 2 to 5 days in two weeks). <p>*Discuss benefits of regular child attendance and consequences of absenteeism. Offer family support.</p>	Family Advocate	As Required/ASAP During home visit/other parent contact
<p>9. A home visit <i>can</i> be conducted if a child has:</p> <ul style="list-style-type: none"> • Absences due to temporary family situations. • Absences due to emergency/crisis. • Absences due to hospitalization. <p>*Offer family support.</p>	Family Advocate	As Required/ASAP During home visit/other parent contact
<p>10. Enter follow-up documentation in ChildPlus under the Family Services tab.</p> <p>Note: Information should be entered under Attendance/absenteeism follow-up by click the green “Add Event button. The Appropriate fields should be completed including:</p> <ul style="list-style-type: none"> • Date Due • Follow-up notes • Responsible staff • Completed dates • Notes 	Family Advocate	As Required
<p>11. If a family has absences due to: Temporary Family Situation, emergency/crisis, hospitalization, communicable disease, etc. <u><i>There MUST be accurate documentation in child plus under the Family Services tab according to the note above and they will include follow-up actions as needed by the FA.</i></u></p>	Family Advocate	As Required
<p>12. Should corrections to attendance need to be made by the FA a new 2310 for that week should be printed and attached to the top of the attendance. Once all documentation is accurate FA should sign and date and keep in an attendance file until end of month review.</p>	Family Advocate	Weekly by Friday

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13. Monitor absenteeism follow-up and family support by printing and reviewing ChildPlus report 2320 with the options listed below. <ul style="list-style-type: none">• Data Options: All Events• Types of Events: CP: Chronic Problems/Absenteeism• Initial Date Filter: Beginning; First Day of Month Ending; Last Day of Month• Report Type: Individual• Report Grouping: Classroom• Status: Enrolled	Family Service Manager	Monthly as needed
14. Compare the Classroom Attendance Log and Report 2320 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.	Family Service Manager	As Needed
15. Follow the procedure "Managing Irregular Child Attendance and Chronic Absenteeism" to terminate a child.	Family Service Manager	As Needed