### Attendance Record-Keeping and Reporting Procedures:

1. Every HS and EHS child’s attendance is to be recorded daily in ChildPlus.
   - Follow the ChildPlus manual for attendance data entry.

2. If a child is unexpectedly absent and the parent has not contacted the center within one hour of the center start time, the program must attempt to contact the parent that same day.

3. When a child is absent for two or more consecutive days the family must be contacted, and that contact must be documented in ChildPlus.
   - Follow the ChildPlus manual for data entry requirements.

4. Within 60 days of the start of program operations, each child’s attendance must be analyzed. For children whose attendance is at risk of falling below 90%, appropriate strategies must be developed by the program.

5. When average daily attendance for the month falls below 85 percent direct service providers will:
   - Complete an analysis of absenteeism by reviewing the number of absences, reasons for absences and number of consecutive absences per site.

6. Provide a summary explanation describing why attendance is below 85% and strategies planned to increase attendance.

7. Please see addendum for data entry to include virtual learning options.
Addendum to Attendance Data Entry Procedure

Entering Attendance for an entire classroom- please refer to page 46 in the ERSEA Child Plus Data entry manual for specific instructions.


1. Go to the Entry Express Tab
2. Click on the tab- Attendance
3. A box will appear for you to select a site, classroom and date:
   - Select your site
   - Select the classroom you want to data enter attendance
   - Select the date that you are data entering attendance
4. Once you have selected all the above, a list of all the participants in that classroom will appear, enter the attendance under the “Att” box. You will enter the following codes only:
   - P-present
   - A-absent
   - E-excused-this will be for closed classrooms due to COVID-19
   - PO- present offsite- ALL children participating in virtual learning should be coded this way.
5. Continue data entry according to the ERSEA Child Plus Data Manual.