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Mid-America Head Start

ChildPlus Application and Waitlist Procedure

Revised 7/30/2015
When entering an application into ChildPlus, start by clicking the **Services** Tab. Click **Add Family**, located to the right of the Search field.

There are 6 sections that must be completed for the Application to be considered complete. For clarity, some field definitions are included throughout the manual. The majority of the following sections contain PIR fields that must be completed.

1. **Family Members**: This is general family information such as name, education, employment, etc.
2. **Family Information**: This section includes family contact information and many PIR fields.
3. **Family Income**: This section contains Public Assistance, Income and Income Verification information.
4. **Family Emergency Contacts**: This section is for listing emergency contact information.
5. **Enrollment**: This section determines all Enrollment information including:
   - Program Term
   - Location Preference
   - Application Information (status, date, eligibility income, etc.)
   - Eligibility Criteria
6. **Immunizations**: This section includes all Immunizations for the Child Applicant.

**NOTE:** This is a one-time opportunity. Once you have saved, you will NOT be able to return to the Application Express screen.
Family Members

Select a type of Family Member to add:
- Primary Adult
- Secondary Adult
- Other Adult
- Child

Select Applicant or Non-Applicant

Applicant status will only apply to an age eligible child or pregnant woman.

All fields marked PIR throughout the entire application must be completed without exception!!

All fields in the Family Members section must be completed. Note the difference in available fields between the Adult Non-Applicant above and Child Applicant below.

The fields circled in purple, the Alternate ID field and the Child’s DCN Number field are only applicable to certain Delegate/Partners. Please check with your ERSEA content lead for direction.

The child’s Birthday is extremely important! This date must be verified with the appropriate documentation. An incorrect date could affect the child’s Enrollment opportunity.
If you see this pop-up screen...

Possible Duplicate
This person may already be in ChildPlus.

<table>
<thead>
<tr>
<th>Person already in ChildPlus</th>
<th>Person you are adding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Johnny Garcia</td>
<td>Name: Johnny Garcia</td>
</tr>
<tr>
<td>Birthday: 12/20/2010</td>
<td>Birthday: 12/20/2010</td>
</tr>
<tr>
<td>SSN:</td>
<td>SSN: -</td>
</tr>
<tr>
<td>ChildPlus ID: 122250</td>
<td>ChildPlus ID: -</td>
</tr>
<tr>
<td>Family Name: Garcia</td>
<td>Family Name: -</td>
</tr>
<tr>
<td>Primary Adult Name: Dad Garcia</td>
<td>Primary Adult Name:</td>
</tr>
<tr>
<td>Family Address:</td>
<td>Family Address:</td>
</tr>
<tr>
<td>ChildPlus Family ID: 32366</td>
<td>ChildPlus Family ID:</td>
</tr>
</tbody>
</table>

Is the person you are adding the same as the person already in ChildPlus?

- Yes, same person
- cancel adding
- go to existing family
- No, not the same person
- continue adding new application

STOP

You must take special steps!!
Possible Duplicate Entry

- Entering a Name, SSN or Birthday that matches one already in the system will prompt ChildPlus to show the Possible Duplicate window

  - You MUST determine if the information shown in the two windows are the same person.
  - Look closely for misspelled names and transposed letters and/or numbers.
  - Press the UP or DOWN button to cycle through possible matches.
  - **If you are unsure**, you MUST act as though they are the same person.

### Possible Duplicate

This person may already be in ChildPlus.

<table>
<thead>
<tr>
<th>Person already in ChildPlus</th>
<th>Person you are adding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Jimmy Garcia</td>
<td>Name: Johnny Garcia</td>
</tr>
<tr>
<td>Birthday: 12/20/2010</td>
<td>Birthday: 12/20/2010</td>
</tr>
<tr>
<td>SSN: XXX-XX-1196</td>
<td>SSN: - -</td>
</tr>
<tr>
<td>ChildPlus ID: 111369</td>
<td>ChildPlus ID:</td>
</tr>
<tr>
<td>Family Name: Garcia/Mendoza</td>
<td>Family Name:</td>
</tr>
<tr>
<td>Primary Adult Name: Jessica Mendoza</td>
<td>Primary Adult Name:</td>
</tr>
<tr>
<td></td>
<td>Family Address:</td>
</tr>
<tr>
<td></td>
<td>ChildPlus Family ID:</td>
</tr>
</tbody>
</table>

Is the person you are adding the same as the person already in ChildPlus?

- **Yes, same person**
  - Click “Yes, same person”. This will take you to the record to begin editing or complete a transfer request.

- **No, not the same person**
  - Click “No, not the same person”. You may then begin **entering the information as usual**.

If it is the same person:

- Verify information such as name, SSN, DOB, address and family members between the application and the ChildPlus record to ensure that you are editing the appropriate record.

If it is not the same person:

- If you click “No” and the record is a match, you will be required to transfer all information to the original record.

  - Please make sure the record is **NOT** a duplicate!

  If you are not able to access the record by clicking “Yes”, please contact your ERSEA content lead and follow the delegate exception procedure.

  - **Do NOT** add a new record if this is the case!!
Once all fields are completed, select “Add Member” to move to the next person on the application.

Family Information

PIR Fields

1.) Parental Status: One or Two-Parent Family
2.) Primary Language at Home: Actual language spoken in the home
3.) Homeless Family
4.) Active Military
5.) Referred by Child Welfare Agency
6.) Receiving SNAP
7.) WIC

All fields in this section should be completed. If information is unavailable, make certain to document this in the Living Address Notes field. PIR fields must be completed.
** If you need assistance with Income Calculations, please contact your ERSEA content lead**

New Income Information for Existing Family

A new income may be needed for many reasons. Some of these include: EHS to HS transition, applications taken after sibling is already enrolled, and re-enrollment within the same program year after being terminated.

This list is not all inclusive, but represents some situations that may occur. Contact your ERSEA content lead if you are unsure about whether to add new income verification.

If the family already has income information for the current Program Year and needs new income information entered, click “Add another income verification”.

If you have to “Add another income verification” on an existing family, make sure to do it before adding the new Participation Record!
Family Emergency Contacts

Click on the Name field. This will allow access to the remaining fields for data entry.

Enrollment

Select the Appropriate Program Term.

Each Partner/Delegate has their own Program Term for EHS or HS where applicable.

Complete ALL known fields in this section.
Enrollment Field Guide

- **Program Term:** Select the Program Term as defined by the Program (EHS/HS) and Delegate or Partner
- **Initial Status:** Select New for new applications
- **Status Date:** Input the date the status was made (in this case the date of the application)
- **Releases Signed:** Select Yes or No
- **Date Signed:** Date Releases were signed
- **Child will transition to:** Select the School District the child will attend for kindergarten
- **Priority:** List first priority using the number 1
- **Site:** Select the Site the participant will be attending (if known)
- **Classroom:** Select the Classroom the participant will be attending (if known)
- **Funding:** Select the appropriate Funding (should automatically populate)
- **Application Date:** Enter the date the application was completed
- **Application Status:** Select the status based on the definitions provided by your ERSEA content lead
- **Application Number:** This will be left blank
- **Participation Year:** Enter 1 for new applications
- **Eligibility Date:** Enter the date eligibility was determined. This must match the eligibility date on the application ERSEA Form 5000. It might be a different date then the actual date the application was taken
- **Number in Family:** Enter the number in the family not household
- **Eligibility Income:** Enter the income calculated using MAHS Form 5170
- **Income Status:** Enter the status associated with the calculated income. This must match the Form 5000
- **CACFP:** Follow your delegate or partners CACFP process for data entry

To determine which Application Status code to use, please contact your ERSEA content lead.

Make sure you select the appropriate Application Status code!
The Eligibility Criteria field will populate based on the Program Term you select. If it does not, you may select the appropriate Eligibility Criteria set from the drop down menu.

Choose Early Head Start for the current program year for EHS programs

Choose Head Start for the current program year for Head Start Programs

The Verification and Eligibility date should match. The Status date may be the same or a different date.

This information will automatically populate from the Family Income information entered earlier in the application. Please ensure every field is accurate before proceeding.
Prior to entering Selection Criteria, points are awarded based on Income and Class Age.

<table>
<thead>
<tr>
<th>Income</th>
<th>50</th>
<th>(51 - 60%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Age</td>
<td>45</td>
<td>(49 - 54 months)</td>
</tr>
</tbody>
</table>

Total Points: 95

Details:
- Birthday: 1/1/2011
- Class Age: 4 years on 7/31/15
- Parental Status: 4 years
- Poverty Level: 51% of Poverty Level
- TANF Status: No
- SSI Status: No
Instructions for Entering Selection Criteria

Select the appropriate drop down gathered from the parent/guardian during application interview. If at any time you are unsure which selection to make, please refer to the back page of the Selection Criteria Guidelines Worksheet for guidance or contact your ERSEA content lead.

**Special Needs Eligibility:** If Multiple Selections are needed, select the appropriate dropdown. Ensure that the total Special Needs points are placed into the Adjustment Field, and all reasons for supporting the adjusted points are placed into the Eligibility Notes field.

**Example**

Ensure that the total Special Needs points are placed into the Adjustment Field, and all reasons for supporting the adjusted points are placed into the Eligibility Notes field.
**Parental Eligibility:** Select only one option.

**High Social Service Need Eligibility:** If multiple criteria are required, select the appropriate dropdown i.e. “2 of the Above Choices” for a family meeting 2 criteria; “3 of the Above Choices” for 3, etc.

*ChildPlus will calculate the points based on your selection.*

Please place in the **Eligibility Notes** which criteria were identified.
Circumstances Affecting Families Eligibility: If multiple criteria are required, select the appropriate dropdown i.e. “2 of the Above Choices” for a family meeting 2 criteria; “3 of the Above Choices” for 3, etc.

ChildPlus will calculate the points based on your selection.

Please place in the Eligibility Notes which criteria were identified.

Employment/Training Eligibility: If multiple criteria are required, select the appropriate dropdown i.e. “2 of the Above Choices” for a family meeting 2 criteria; “3 of the Above Choices” for 3, etc.

ChildPlus will calculate the points based on your selection.

Please place in the Eligibility Notes which criteria were identified.
Continuity of Care Eligibility: Select only one option.

Completed Eligibility Criteria Example
Here is an example of correctly completed Eligibility Criteria. Note the information in the Adjustment Field, and the Eligibility Notes matches the drop down selections.

Remember: to make multiple choices where applicable, select the appropriate dropdown, and document the selection in the Eligibility Notes.

If multiple selections are required in Special Needs Eligibility, select the Multiple Selection dropdown. Calculate the correct number of points awarded for the Special Needs Category*, and place them into the adjustment field. Then place supporting reasons for the adjusted points in the Eligibility Notes field.

*In the example above Developmental Screening is 30 points, and Referral by another agency is 20 points. 30 + 20 = 50.

50 is then placed in the Adjustment field, and the information is noted in the Eligibility Notes.

Additionally, 1000 points may be added by the grantee only during the delegate transfer process. These points will be removed once the transfer has been completed. Please do not make any changes to those points.
Immunizations

Complete all available Immunization information, and click “Save and Add Another” or “Save and Close”.

The application is complete!

You should now move to completing the Education, Employment and Training information.
Education, Employment and Training information is **only** required for EHS State applicants or for programs that accept childcare subsidy.

Select an adult in the Application section, then scroll down to the Education and Employment section, and complete for the Primary and Secondary adults if applicable.

This information will be captured from the application input screen. If blank, make certain that you select the appropriate level for the selected adult.

**Remember:** it is required that applicants for Full Day slots be employed or in school/training. Contact your ERSEA content lead for further questions or concerns.

All other fields should be completed based upon the information received from the adult(s). Click “Save Changes”, and move to the next adult if applicable.
Maintaining an Active Waitlist in ChildPlus

Delegates and Partners are required to use the ChildPlus Enrollment Priority Listing Report #2025 (CP2025) to monitor the delegate’s Active Waitlist and to make Selection determinations.

You may access the report by clicking on the Reports tab, then selecting Enrollment, and Report 2025.

You may also access the report by typing the number 2025 in the upper portion of the screen, and pressing Enter.
Select the prioritization as follows:
- First: Eligibility Points (Highest First)
- Second: Current Age (Oldest First)
- Third: Percentage of Poverty (Lowest First)

Only select the Status of “Waitlisted”.
Run this report with the statuses of “New” to find applications that still need to be placed on the waitlist!

Select the fields you would like to see on your report.

Select the fields you would like to see on your report.

Click the Preview button located in the upper right portion of the screen.
The last page on the report provides the total number of participants in the agency’s Active Waitlist.

When the report is run according to this process, those participants listed at the top of the report are the “Most Eligible” according to the MAHS Selection Process.
Mid-America Head Start

ChildPlus Enrollment Procedure

Revised 7/30/2017
Enrolling a Participant in ChildPlus

When enrolling a participant in ChildPlus, start by clicking the Services Tab. Select the participant you want to enroll and click on Enrollment.

NOTE: A participant may have several, or zero Participation Records depending on their situation. The process will vary depending on what you see here.

If the family member has zero participation records, you will not be able to access the Enrollment module on that family member. If this happens, follow the steps on the next page.
Enrolling a participant with no current program year Participation Record

Before you may enroll anyone, they must first have a current program year Participation Record.

Adding a Participation Record

NOTE: Anyone who has been enrolled within the current program year should have a current program year Participation Record. If there is already a current program year Participation Record, you must follow the Slot Transfer procedure!

Click the More button. Then click Make Participant.

Select the appropriate Program Term. This will allow selection of a location.
Select the appropriate Site and Classroom (if known) and then click OK.

The participation record has been added!
Changing the Status from New to Waitlist

1.) Family Application Fields
   a. Number in Household
   b. Number in Family
   c. Parental Status
   d. TANF Status
   e. SSI
   f. Verification Date
   g. Verified By
   h. Family Income*

*If there is already income information present, view Page 30 or click on the link: "Add another income verification" then continue to step 3 on page 32.

Adding a Participation Record results in a Status of New.

The following information must be completed before changing the status from New to Waitlist!
2.) Enrollment Fields
   a. Site
   b. Application Date
   c. Application Status
   d. Eligibility Date
   e. Eligibility Income
   f. Number in Family
   g. Eligibility Income
   h. Income Status
   i. Participation Year
   j. Eligibility Criteria*

   *For instruction on entering Eligibility Criteria, view page 33 or click the link “Entering Eligibility Criteria”.

   **AFTER all information has been completed, click Waitlist**
Enter the Waitlisted date, and click Waitlist

The record has now been waitlisted!
Adding Another Income Verification

On the Family Application module, click Family Information.

Then scroll down to section 2, and click “Add another income verification”

This will copy all of the current income information into the Income Notes.

NOTE: leaving the box unchecked will still copy the income information to the Income Notes field. However, each field will need to be cleared individually. This increases the risk of data entry errors!

Complete all new income information and click Save Changes.

A warning will pop-up. Make sure to check the box, then click OK.
Entering Eligibility Criteria

Select the appropriate drop down gathered from the parent/guardian during application interview. If at any time you are unsure which selection to make, please refer to the back page of the Selection Criteria Guidelines Worksheet for guidance or contact your ERSEA content lead.

**Example**

Ensure that the total Special Needs points are placed into the Adjustment Field, and all reasons for supporting the adjusted points are placed into the Eligibility Notes field.
Parental Eligibility: Select only one option.

High Social Service Need Eligibility: If multiple criteria are required, select the appropriate dropdown i.e. “2 of the Above Choices” for a family meeting 2 criteria; “3 of the Above Choices” for 3, etc.

ChildPlus will calculate the points based on your selection.

Please place in the Eligibility Notes which criteria were identified.
Circumstances Affecting Families Eligibility: If multiple criteria are required, select the appropriate dropdown i.e. “2 of the Above Choices” for a family meeting 2 criteria; “3 of the Above Choices” for 3, etc. ChildPlus will calculate the points based on your selection. Please place in the Eligibility Notes which criteria were identified.

Employment/Training Eligibility: If multiple criteria are required, select the appropriate dropdown i.e. “2 of the Above Choices” for a family meeting 2 criteria; “3 of the Above Choices” for 3, etc. ChildPlus will calculate the points based on your selection. Please place in the Eligibility Notes which criteria were identified.
Continuity of Care
Eligibility: Select only one option.

Completed Eligibility Criteria Example
Here is an example of correctly completed Eligibility Criteria. Note the information in the Adjustment Field, and the Eligibility Notes matches the drop down selections.

Remember: to make multiple choices where applicable, select the appropriate dropdown, and document the selection in the Eligibility Notes.

If multiple selections are required in Special Needs Eligibility, select the Multiple Selection dropdown. Calculate the correct number of points awarded for the Special Needs Category*, and place them into the adjustment field. Then place supporting reasons for the adjusted points in the Eligibility Notes field.

*In the example above Developmental Screening is 30 points, and Referral by another agency is 20 points. 30 + 20 = 50.

50 is then placed in the Adjustment field, and the information is noted in the Eligibility Notes.
Enrolling the Participant

- Select the appropriate Participation Record, and ensure the Status is Waitlisted.

- Click the “Enroll” button.

- Enter the date the participant enrolled and the date of the first day the child attended classes.

- The Enrolled date and Entry date must match, and the child must attend class before being enrolled.

- Select the correct classroom from the drop down menu.

- Click the “Enroll” button.
This participant is now Enrolled!

There must **always** be an enrollment **and** entry date for any enrolled child, and the **must** be the same date!

Until this date is entered, all time based requirements are based off enrollment date.

It is important to always put an Entry Date even if the participant was only present for 1 day.

Select the Enrolled record for the corresponding Entry Date.

Click **Edit Enrollment History**.

Choose **Edit Selected Record**

Select the Entry Date
Transferring a participant between classrooms

1. Click the “Transfer Classroom” button.
2. Complete all information in the Transfer Classroom pop-up and click Transfer.
3. Click ok on the “Participation Days and Meals” reminder pop-up.

*NOTE: Participants may only be transferred between classrooms within the same site. For all other transfers, you must contact your ERSEA content lead.*
Dropping a participant’s enrollment

The participant has been transferred!
All transfers appear here for tracking.

Click the “Drop” button.
Enter the Drop Date.
Check the Completed Program Term box if the participant completed the current program year.
Check the Completed Program box if the participant aged out of the program for either EHS or HS.
Click Drop

IMPORTANT: Do not use the Waitlist fields.
### Drop Reason Codes

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aged Out of the Program</td>
<td>Participant is too old for the program</td>
</tr>
<tr>
<td>Changed Programs</td>
<td>Participant moved to another program (internal or external)</td>
</tr>
<tr>
<td>Death</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Finished Program Term</td>
<td>Participant finished the current program year</td>
</tr>
<tr>
<td>Delivered Child, Child Subsequently Enrolled</td>
<td>Pregnant mother delivered her child. Child was enrolled as participant</td>
</tr>
<tr>
<td>Moved</td>
<td>Participant moved out of the service area</td>
</tr>
<tr>
<td>Not Satisfied With Prog</td>
<td>Participant or family is not satisfied with the program</td>
</tr>
<tr>
<td>Other Reason-Use Comment</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Attending Other Pre-School</td>
<td>Similar to Changed Programs</td>
</tr>
<tr>
<td>Attending School</td>
<td>Participant transitioned to kindergarten</td>
</tr>
<tr>
<td>Prog Requirements Not Met</td>
<td>Participant did not meet program requirements</td>
</tr>
<tr>
<td>No Show (do not count on PIR)</td>
<td>Participant never attended</td>
</tr>
</tbody>
</table>

### Dropping a Pregnant Mother, and Enrolling a Newborn

1. Add the newborn to the family under the Family Application module by clicking the “Add a Child” button and completing all the necessary information.
2. Terminate the mother’s enrollment with the *Delivered Child, Child Subsequently Enrolled* termination reason code.
3. Enroll the newborn child by following the “Add New Participation Records” instructions.
4. Don’t forget to fill out the Pregnancy information in ChildPlus.
Fields to be updated for applicants already present in ChildPlus

Below is a list of fields that should be reviewed and updated for any new applicant who is already in the ChildPlus database. These applicants cannot be added through the “Add New Family” process.

Application Module

- **Family Information**
  - Parental Status
  - Number in Household
  - Number in Family
  - Phone Numbers
  - Current Living Address
  - Current Mailing Address
  - Family Income – **All Fields**
  - Emergency Contacts and Release Authorizations

- **Individual Information for all family members**
  - Name
  - Birthday
  - Gender
  - Race
  - Hispanic/Latino
  - Release Information
  - Child’s Relationship Status
  - Address
  - Phone Numbers
  - Emergency Contacts and Release Authorizations
  - Agency Specific Fields (Only for applicant)

Enrollment Module

- Program Term (ensure the correct term has been added per pp. 28
- Application Date
- Application Status
- Participation Year
- Eligibility Date
- Number in Family
- Eligibility Income
- Number in Household
- Child Eligible to participate
• Type of Interview Conducted
• Income Status
• Documentation used to determine eligibility (including Explain field if “Other” is used)
• Eligibility Criteria – All Fields
Mid-America Head Start

ChildPlus Attendance Procedure

Revised 7/30/2017
Entering Attendance into ChildPlus

When entering Attendance into ChildPlus, start by clicking the **Entry Express** Tab. Click **Attendance**, located at the upper left of the screen.

**Entering Attendance for an Entire Classroom**

Select the Site and Classroom from the drop down lists

Select the Date for which Attendance is being entered
The Attendance, Absence Reason, and Meals become available for editing at this point.

All Attendance codes default to Present.

<table>
<thead>
<tr>
<th>8 Participants</th>
<th>Att.</th>
<th>Absence Reason</th>
<th>Lunch</th>
<th>Snack</th>
<th>PM Snack</th>
<th>Arrival Time</th>
<th>Departure Time</th>
<th>Program</th>
<th>CP ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edwin, Manuel</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>falls, A.</td>
<td>P</td>
<td></td>
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<td>Seamus, Jordan</td>
<td>P</td>
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<td>Jordan, Adon</td>
<td>P</td>
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<td>White, Kristen</td>
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<td>Williams, Tana</td>
<td>P</td>
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</tbody>
</table>

Select the appropriate Att. Code from the drop down list if changing from Present.
Select the appropriate Absence Reason code (if applicable) from the drop down list.

Make certain that you document the attendance within the Family Services section according to MAHS Policy 5220 located on the marc.org website.

http://www.marc.org/Community/Head-Start/PDFs/2017%E2%80%932018-Policies-and-Procedures/Procedures/Marc-Procedures-ERSEA-5220-Attendance-Procedures.aspx

Once the record has been saved, the date will become green signifying that an Attendance record has been created.

Bold black dates signify a closed date.

NOTE: Simply clicking on the date creates an Attendance record. If a date is selected in error, it is VERY important that the record be deleted until correct data can be entered!
Entering Attendance for an Individual

Select a Participant’s name, then click the “Attendance” button.

Attendance percentages for the participant may be viewed here.

Attendance data may be entered here through selection of the same codes as in group Attendance entry.