# **Printing Attendance:**

Go to www.childplus.net - enter user name and password

Click on <u>Report</u> Click on <u>Attendance</u> Click on <u>Report – 2315</u> – Daily Attendance and Meals Worksheet Print one set for Attendance (see settings on next pages) Print one set for Meals (see settings on next pages) Crosscheck daily that they match up Send filled out forms to Office Manager at main office

# Daily Attendance and Meals Worksheet (2315)

The Daily Attendance and Meals Worksheet report prints out a worksheet that you can use to manually take attendance. You car entry purposes.

then use the attendance and meal count results you record on this worksheet for data

Setup Options for this Report

Report Option	Description				
Options Information	Include <b>Attendance</b> , Show Attendance Codes, Follow-up, Show Notes, Include <b>Meals</b> , Non-Participants Meals, <u>Group</u> • by <u>CACFP</u> • status, Show <b>Meal</b> Codes, Show Participant Birthday				
Grouping/Type Options	None, Site, or Classroom Report Type: <b>Worksheet</b> only				
Date filters?	No				
Totals?	Yes				
Management Report?	No				

View the Fields Available on this Report

- Days of the Week
- Name of children
- Non-Participants CACFP
- Non-Participants Non-CACFP
- Program

Select a Report	2315 - Daily Attendance	and Meals Worksheet	×
General Custor	m Filters I <u>n</u> dividuals		
Program Term Program Option Group	Head Start 2018-201 <all> &lt; All Groups &gt; Group By Agency •</all>	9 •	<ul> <li>Include space for recording attendance</li> <li>Show attendance codes</li> <li>Include space for follow-up</li> <li>Include space for notes</li> </ul>
Agency	NESD Head Start Pro	ogram, Inc. 🔹	
Site	Northwestern	•	Include space for recording meals
Classroom	Northwestern AM	•	Include space for non-participant meals
Responsible Staff	Don't filter by r 🔹	•	
		Advanced Setu	p Group by CACFP status
Status	Grouping	Report Type	Show participant birthday
	○ None	🔿 Detail	
New New	🔾 Site	O Summary	
<ul> <li>Waitlisted</li> <li>✓ Accepted</li> <li>✓ Enrolled</li> <li>Dropped</li> <li>Drop/Wait</li> <li>✓ Drop/Accept</li> <li>Completed</li> <li>Abandoned</li> </ul>	Classroom	Worksheet Individual	

### ATTENDANCE:

site Name		AN	Lodes: P = Present, A = Abst	Att	endance for	4/29	- 4/30	
		Mon 29	Tue 30	Wed	Thu	Fri	Totals	
7 Follow Up Notes	HS	PAEUNTLE	(P) A E U N T LE	PAEUNTLE Starte	d new mo	onth	P,2_AEUNTU	
Follow Up	HS	PAEUNTLE	P A E U N T LE	PAEUNTLE	PAEUNTLE		P <u>2_A</u> EUNTU	
Follow Up	HS	PAEUNTLE	PAEUNTLE	PAEUNTLE	PAEUNTLE		<u> </u>	
Follow Up	HS	PAEUNTLE	PAEUNTLE	PAEUNTLE	PAEUNTLE		P.2 A_E_U_N_T_L	
Follow Up Notes	HS	PAEUNT LE	PAQUNTLE Dentist	PAEUNTLE	PAEUNTLE		P_A_E_U_N_T_I	
'Follow Up Notes	HS	PAEUNTLE	PAEUNTLE	PAEUNTLE	PAEUNTLE		P <u>7 A</u> E_U_N_T_I	
Follow Up Notes	HS	PAEUNTLE	PAEUNT LE	PAEUNTLE	PAEUNTLE		₽ <u></u> _A_E_U_N_T_I	
Follow Up Notes	HS	PAEUNTLE	PAEUNTLE	PAEUNTLE	PAEUNTLE	+	<u>PZA_E_U_N_T</u>	
Fallow Up Notes	HS	PAEUNTLE	PAEUNTLE	PAEUNTLE	PAEUNTLE		<u> </u>	
Follow Up	HS	PAEUNTLE	PAEUNTLE	PAEUNTLE	PAEUNTLE		<u>P D. A. E. U. N. T.</u>	
Follow Up	HS	PAEUNTLE	PAEUNTLE	PAEUNT	N T LE		P_A_E_U_N_T_	

Sample

NESD Head Start Program, Inc.

Page 1 of 4

Page 2 of 4

To record tardy and left early in the same day, choose both the T and LE codes

4/25/2019

8:10 AM

4/25/2019

#### NESD Head Start Program, Inc. 2315 - Daily Attendance and Meals Worksheet

Program Term: Head Start 2018-2019, Site: Webster Center, Enrollment Status: Enrolled Attendance Codes: P = Present A = Absent E = Excused U = Unexcused N = Not Scheduled T = Tardy LE = Left Early 4/20 4/29 Attendance for Warshard In 1999 Fri Totals Wed Thu Tue Mon PAEUNTLE PAEUNTLE PAEUNTLE U LE HS PAEUNTLE Follow Up Notes HS p E U N T'LE E UN T LE A. Ε U N. T LE PAEUNTLE Follow Up Notes HS PAEUNTLE AEUNTLE PA Ε UN T LE AE UNTLE Follow Up Notes PAEUNTLE P EUNTLE P A U N T LE HS P A UNTLE E E Follow Up Notes E U N T LE PAEUNTLE PAEUNTLE PA PAEUNTLE **Classroom Totals** A EUNTLE p A EUNTLE 29 Participants: 15 ĸ

- A separate one is also done for the PM class

- Be as specific as possible when writing the reason for the child being gone in the "Notes" section (i.e. sick – flu, sick – dr appt., vacation, etc.)

# MEALS:

Select a Report	2315 - 0	aily Attendan	ce and Me	eals Workshee	et ×					
G <u>e</u> neral C <u>u</u> s	tom Filters	Individuals								
Program Term	Head S	Head Start 2018-2019 🔹				☐ Include space for recording attendance				
Program Option	n <all></all>	<all></all>			•	Show attendance codes				
Group	< All G	< All Groups >			•	Include space for follow-up				
	Group	Bv Agency	•			Inc	clude space for	notes		
Agency	NESD I	NESD Head Start Program, Inc.								
Site	Northw	vestern			•					
Classroom	Northw	vestern AM			•	🗸 Inclue	de space for re	cording meals		
Responsible Sta	aff Don't f	ilter by r	-		•	🗌 In	non-participant mea	als		
		-		Advanced Se	etup	G	roup by CACFP	status		
				Advanced 50	ctup	✓ sł	now meal codes	5		
Status	G	rouping		Report Type		Sł	birthday			
		○ None		🔿 Detail		,				
New		🔾 Site		🔾 Summar	y					
Waitlisted		Classroom	1	Workshe	eet					
Enrolled     Dropped     Drop/Wait     Drop/Accep     Completed     Abandoned	ot I									
1/25/2019 8:09 AM			NESD 2315 - Da	Head Start	Progra	m, Inc. Vorksheet	intelled		Page 1 of 2	
<i>C</i> 11		Frogram	Meal C	Codes: B = Breakfast L	= Lunch P =	PM Snack	11/100	ula.		
S1+C	HIM			and a	Attenda	Thu	7/29			
	Mo Lis An	D	30	BL		BL		82 L2 P		
	HS (B)	Ď	(D)	BL		BL		B_2_L2_P_		
	HS B	Q	30	BL		8 L 8 I	1.	8 <u>1</u> L <u>2</u> P		
	HS B	2	BL	BL		BL	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	BIL/P		
	HS B	6	BD	BL		BL		B Z L Z P		
	HS B	0	(BD)	BL		BL		B <u>2</u> L <u>2</u> P		
	HS B	2	(BD)	BL		BL		B L L P		
	HS B	2	(B).)	BL		BL		BO LO P		
	HS B	6	(BL)	BL		BL		85 L 7 P		
	HS B	õ	(BL)	BL		BL		B_2_L_X_P_		
	HS BI	D	BD	B L		BL		BP		
	HS B	0	BU	B L		BL		B2110	1000	
Classroom Totals	HS B.	P B	BC P	B L P		B L P	B L P	Ball P		
Participants: 15	<u>1</u>	2	t <u>"</u>	A Contraction				and the second	1999	