



<b>Department:</b> ERSEA	<b>Effective Date:</b> 1/1/2015	<b>Procedure Number:</b> 5220
<b>Regulation Number:</b> 1302.11; 1302.15	<b>Regulation Topic:</b> Attendance	<b>Procedure Title:</b> Attendance Procedures
<b>Version:</b> 2:2018		<b>Version Date:</b> 5/2/2019 6/29/2022

### 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.  
<https://martheadstart.org/wp-content/uploads/2022/06/2021-ChildPlus-ERSEA-Manual-1-002.pdf>
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.
  - Provide a summary explanation describing why attendance is below 85% and strategies planned to increase attendance.