Department: Recordkeeping & Reporting	Effective Date: 7/1/18	Procedure Number: 3620
Regulation Number: 1302.101 (b)(4)	Regulation Title: Recordkeeping & Reporting	Procedure Title: Updating Teaching Staff Rosters in ChildPlus

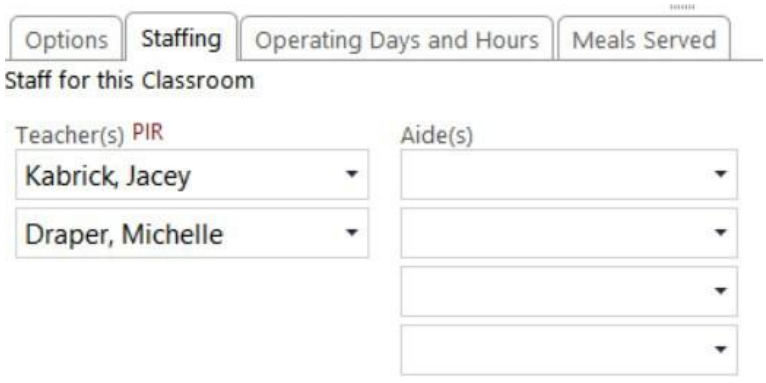
In order to ensure information is accurate in ChildPlus and for reporting to the Office of Head Start, all Tier 1 & 2 direct service providers must submit updated roster information to the MARC Head Start QA Coordinator by the 20th working day of the month. And Tier 3 direct service providers must submit updated roster information to the MARC Head Start Data and Evaluation Coordinator by the 20th working day of the month.

Roster changes for ChildPlus report 1010 must clearly identify:

- current program term
- site
- classroom
- staff member's first and last name as it is entered in ChildPlus
- teaching staff member is identified as Teacher (T) or Aide (A)
- if they are replacing a staff member or an addition

ChildPlus identifies teaching staff as Teachers (T) or Aides (A). EHS classrooms should have one Teacher for every four children.

See the staffing information below as seen by the MARC Head Start QA team. There are two cells available for Teachers and four cells available for Aides in ChildPlus.



See example below for one reporting option that you might use.

MAHS (Grantee)

1010 - Site and Classroom Listing

Region: ISD, KCPS, Partnerships, TFC, YMCA, Sites: ABC Center, High Grove EC Ctr (GSD), Classrooms: Room 1, Room 2, Room 3, Room 1 EHS, Room 18 AM, Room 14 AM

MARC EHS State 2017-2018

08/13/2017 - 08/12/2018 | Cutoff Date: 7/31/2017

ABC Center

Classroom	Program Option	Funded Enroll.	Age Range Served	Staff	Hours of Operation	Meals Served
Room 1 Classroom Label: 2 Capacity: 0	Standard Full Day	4	Min 0y 0m Max 3y 0m	T-Jacey Kabrick T-~~Michelle Draper~~ T-Liz Smith	M T W Th F 6:30 AM - 6:00 PM (11.5 hrs) 8/13/17 - 8/12/18	
Room 2 Classroom Label: 3 Capacity: 0	Standard Full Day	6	Min 0y 0m Max 3y 0m	T-Carol Bolz T-Tamara Graves	M T W Th F 6:30 AM - 6:00 PM (11.5 hrs) 8/13/17 - 8/12/18	

Partnerships Head Start 2017-2018

08/13/2017 - 08/12/2018 | Cutoff Date: 7/31/2017

Reviewed: 8/13/25

MAHS (Grantee)

1010 - Site and Classroom Listing

Region: ISD, KCPS, Partnerships, TFC, YMCA, Sites: ABC Center, High Grove EC Ctr (GSD), Classrooms: Room 1, Room 2, Room 3, Room 1 EHS, Room 18 AM, Room 14 AM

ABC Center

Classroom	Program Option	Funded Enroll.	Age Range Served	Staff	Hours of Operation	Meals Served
Room 14 Capacity: 0	Variable Attendance Double Session	17	Min 3y 0m Max 5y 0m	T-Molly Chavez A-~~Pam Kabrick~~	M T Th F 8:00 AM - 11:30 AM (3.5 hrs) 8/17/17 - 5/16/18	
Room 18 Capacity: 0	Variable Attendance Double Session	17	Min 3y 0m Max 5y 0m	T-Betty Choi A-Lupe Valdovino A-Mitchell Walker	M T Th F 8:00 AM - 11:30 AM (3.5 hrs) 8/17/17 - 5/16/18	