

**~HSCFDC Documentation/Monitoring System~**

<b>Title of Form:</b>	Class Daily Attendance
<b>Related Policy:</b>	Ensure that monthly average daily attendance in center based classrooms does not fall below 85 percent; that families are encouraged and supported in maintaining regular attendance: and that, if chronic absenteeism persists, another child is given the opportunity to attend Head Start.
<b>Program Area:</b>	1305 ERSEA
<b>Procedures</b>	
<b>Filled Out By:</b>	Teacher Aide
<b>Timeline:</b>	Daily at Meal Time or immediately following the meal service
<b>Specific Directions:</b>	<ol style="list-style-type: none"> <li>1. Teachers are responsible for ensuring the Head Start Daily Attendance form is completed correctly each day.</li> <li>2. If a child has three consecutive unexcused absences, staff will notify the CFSSM and follow the agency service plan 1305.8(c). An absence is considered to be excused if it has been arranged in advance, if the Head Start child or another family member is ill,-or if the child has an appointment with the doctor, dentist, or other health professional.</li> <li>3. All areas of the form shall be completed.</li> <li>4. The children’s names will be listed in alphabetical order by last name. If a new child starts after the 1<sup>st</sup> of the month that child’s name will be written at the bottom of the list for that month and will be integrated into the list appropriately on the next month’s attendance.</li> <li>5. Each child’s date of birth shall be noted in the appropriate column per WI Day Care regulations.</li> <li>6. Dates of Service will be noted in the appropriate boxes below the form’s title. Home-base teacher will note Friday clusters and weekly home visits.</li> <li>7. Each child’s attendance will be noted in the following manner:  <b>P = Present; E = Excused Absence; U = Unexcused Absence</b>  This will coincide with the Servue program.</li> <li>8. Number of days Absent (Abs) will reflect the total days that each child was absent for that month.</li> <li>9. Absence Comments/Drop Dates are required each time a child is absent whether excused or unexcused. A numbering system will be used as noted on the bottom of the form.</li> <li>10. Staff/Child ratio will be noted on the bottom of the form. This number should only reflect teachers, teacher aides, interpreters, individual special needs attendants and/or parent volunteers counted in the staff/child ratio.</li> <li>11. All request Totals, # of Program Days, and % Average Daily Attendance areas will be calculated at the end of the month.</li> <li>12. The Secretary will verify column totals upon receipt.</li> <li>13. The Secretary will forward to the Administrative Assistant to process attendance verification and CACFP/USDA food reimbursement claim.</li> </ol>
<b>Submitted To:</b>	Secretary
<b>Timeline:</b>	Prior to the 5 <sup>th</sup> day of the following month.
<b>Filed In:</b> <i>Note: For duplicate or triplicate forms, please note where each copy of the form is filed.</i>	Original (White) Copy - Administrative Assistant’s office  Yellow Copy – Teacher’s Food Service Participation and Daily Attendance Binder. At the end of the school year Teacher is to remove Yellow copy and file  Revised 8/2011

