

Policy Council: Family and Community Partnerships Committee
Enrollment and Attendance Reports – September-November 2014

Enrollment Reports

- **Policy:** Full enrollment must be achieved by the specified date of the funding source (Head Start: first day of class; ECEAP: October 30) and maintained throughout the year. All vacancies must be filled within 30 calendar days, unless the opening occurs less than 60 days from the end of the program year
- **Purpose:** Data Review and Questions
- **Reports**
 - Site-level enrollment, by month – September-November
- **Activity:** Each group will review 1 month of enrollment data. Take a few minutes to review the site-level reports and consider:
 - What questions do you have?
 - Is this information meaningful for you as a Policy Council rep?
 - What would make it more meaningful to you?

Attendance Reports

- **Policy:** To ensure enrolled children receive maximum benefits for school readiness, daily attendance is tracked, documented and followed up on by staff. A plan must be developed when average daily attendance drops below 90%.
- **Purpose:** Data Review and Policy Implications
- **Reports:** Classroom/site-level reports, by month – September-November
- **Activity:** Each table will review 1 month of attendance data
 - Take a few minutes to review one month of attendance
 - As you review, compare ECEAP to Early Head Start/Head Start and how Average Daily Attendance is calculated for each program:
 - In ECEAP, child who are **present** only count for ADA
 - In EHS/HS children who are **present** or with a **planned absence** (e.g. to complete a program requirement, or for cultural/religious/family commitments) count for ADA
 - How can we balance:
 - Encouraging children/families to have regular attendance to support school readiness, and
 - Providing flexibility for families to meet other program requirements and take time for cultural, religious, or other family commitments
 - If we make these approaches consistent, what are the considerations/pros and cons of each approach?