

Running Report #910 – Attendance/Meal Count

Run an updated Attendance/Meal Count report **every week, last thing on Friday (for the following week) or first thing on Monday.** Check to make sure **all enrolled children are included** on the report. If not, there may be children who need to be enrolled, transferred, or dropped in ChildPlus. Please contact Tiffany Lyons (tlyons@psed.org) for enrollments, transfers, or exits to make sure the attendance form is accurate. **All enrollments** should be reported before the child's first day in class. **Transfers** should be reported on the last day at the old site or first day at the new site. **Drops** should be reported as soon as staff know the child has had his/her last day in class or it has been determined that the child is not coming back.

1) Select the Reports tab

2) Attendance

3) Click on 910 – Attendance/Meal Count

The screenshot shows the ChildPlus.net web application interface. At the top, there is a navigation bar with the following items: Services, Status Center, Entry Express, Reports, Setup, and Enter Report #. The Reports tab is highlighted. Below the navigation bar, there is a dropdown menu for 'Select a Report' with '910 - Attendance/Meal Count' selected. On the left side, there is a sidebar menu with the following items: Administration, Attachments, Attendance, Disability, Education, Enrollment, Family, Fees, Health, Internal Monitoring, Labels, LiveLetter, and LiveReport. The Attendance item is highlighted. On the right side, there is a list of reports under the heading 'Attendance Reports'. The list includes: 910 - Attendance/Meal Count, 2301 - Average Daily Attendance, 2303 - Attendance Data Entry Monitoring, 2305 - Monthly Attendance, 2310 - Daily Attendance by Classroom, 2315 - Daily Attendance and Meals Worksheet, 2316 - Daily Sign-In & Sign-Out Worksheet, 2320 - Individual Attendance, 2330 - Consecutive Absences, 2370 - Participant CACFP Roster, 2371 - CACFP Reimbursement Summary, 2302 - Average Daily Attendance from Summary Attendance, 2375 - CACFP Meal Count Summary from Summary Attendance, and 2376 - CACFP Meal Counts With AM and PM Snacks from Summary A. The 910 - Attendance/Meal Count report is highlighted in the list.

On the criteria selection screen –

4) Select the Program Term for your classes (HS, HS Family Child Care, EHS, EHS Expectant Moms)

5) Agency should be as shown

6) Your site

7) <All Classrooms> or you can select a specific class from the dropdown list

ChildPlus.net Agency= PugetSound/AppEntry
Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode
Services Status Center Entry Express Reports Setup Enter Report #
Select a Report 910 - Attendance/Meal Count x
General Print Preview x
Program Term 2015 - 2016 HS
Program Option <ALL>
Group < All Groups >
Group By Agency
Agency Puget Sound ESD - HS/EHS
Site < All Sites >
Classroom < All Classrooms >
Advanced Setup
Status
 All
 New
 Waitlisted
 Accepted
 Enrolled
 Dropped
 Drop/Wait
 Drop/Accept
 Completed
 Abandoned
Grouping
 Agency
 Site
 Classroom
Report Type
 Detail
 Summary
 Worksheet
 Individual

8) Status: You should only need to run your Attendance/Meal Count for **Enrolled Status**. (Prior to the beginning of a new Program year you may run it for Accepted only to see that all children are ready for Enrollment on day 1 of the new year.)

9) Click "Preview" to view or "Print" to print

10/19/15
09:30

Puget Sound ESD - HS/EHS
ATTENDANCE/MEAL COUNT

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Program Term: 2015 - 2016 HS, Agency: Puget Sound ESD - HS/EHS, Enrollment Status: Enrolled

Date: _____ Teacher: _____ Location: Apple Cheeks ELC - 9500E Week of: _____

Name	Monday					Tuesday					Wednesday					Thursday					Friday					Reason for any absence or non-scheduled day						
	A	B	L	S	S	A	B	L	S	S	A	B	L	S	S	A	B	L	S	S	A	B	L	S	S							
1. Black, Sirius																																
2. Dee, Tweedle																																
3. Finnegan, Seamus																																
4. Granger, Hermione																																
5. Lovegood, Luna																																
6. Malfoy, Draco																																
7.																																
8.																																
9.																																
10.																																
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16.																																
17.																																
18.																																
19.																																
20.																																
21.																																
Total Present (P)																														A	Total Present This Week	
Total - Excused Absence (E)																														B	Total Excused This Week	
Total - Unknown Absence (U)																														C	Total Unknown This Week	A + D
Total - Not - Scheduled (N)																														D	Total Not - Scheduled This Week	
																															Total Not - Scheduled This Week	(A+D divided by F) x 100
																																%
Total - Breakfast																															Total Breakfasts This Week	
Total - Lunch																															Total Lunches This Week	
Total - Snack																															Total PM Snacks This Week	F

$$\frac{\text{Total Present This Week}}{\text{Funded Enrollment}} \times \text{class (FS) days} = \text{F}$$

If attendance is below 90%, what steps have been taken to bring attendance to 90% ? _____

FSS/FAFE _____ Date _____

Attendance Codes: P = present E = excused for illness U = unplanned absence N = not scheduled 24 hrs. notice - = closed X = not enrolled

Meal counts must be taken at the time of the meal/snack. Place a check in the appropriate box if a child is present for the meal/snack.

Leave the box blank if the child is not present for the meal/snack.