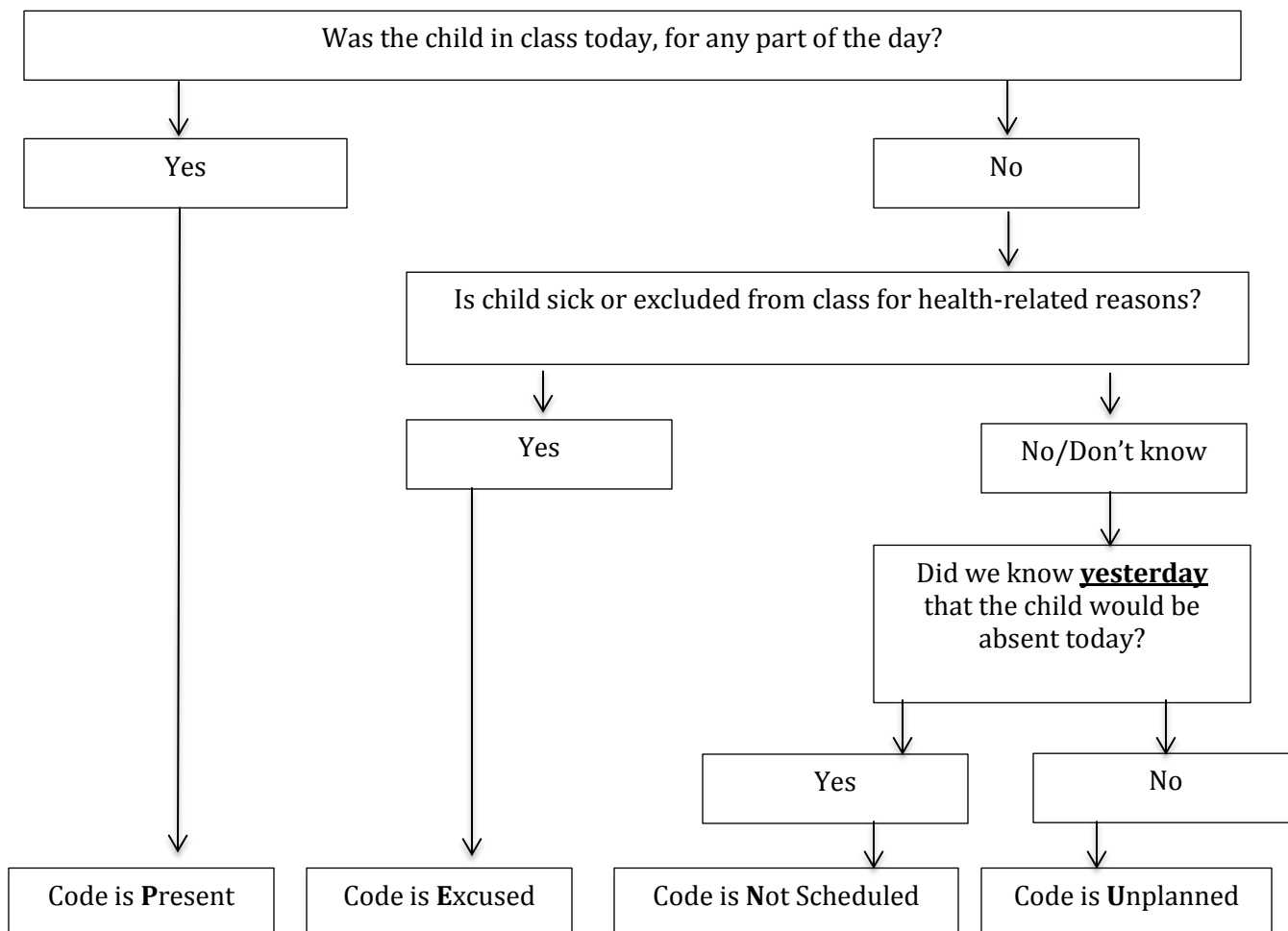


# Attendance Codes - Center-Based Head Start and Early Head Start



## P = Present

Child’s attendance is coded as a “P” when the child is present at the center for any part of the day.

## E = Excused for Illness

Child’s attendance is coded as an “E” when the child is absent due to illness, hospitalization or any other condition that requires an exposure notice or exclusion from school. **Absences due to illness, hospitalization or other conditions are always coded as an “E”, whether or not they are known about in advance.**

Examples:

- Child is ill
- Child is excluded due to a communicable illness
- Child saw doctor due to illness
- Child is in the hospital
- Child’s immunizations are not up to date

## Attendance Codes - Center-Based Head Start and Early Head Start

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### U = Unknown

Child's attendance is coded as a "U" when the child is absent and the parent/guardian has not notified staff, at least one day in advance, that a child will be absent.

Examples:

- Parent's car broke down therefore leaving no way to transport child to school.
- On the day of absence, staff did not receive a call and were unable to reach parent to ascertain the reason for the absence.
- On the day of absence, staff did not receive a call, but did speak to parent and learned the reason was to visit with a non-custodial parent for the next 3 days.

(Day One: code as "U". Day Two and Day Three: code as "N")

### N = Not Scheduled/Not Expected to be at Head Start

Child's attendance is coded as "N" when the parent informs staff, at least one day in advance, that a child is not scheduled or not expected to be at Head Start the following day, for reasons other than illness/hospitalization.

Examples:

- The parent has time off from work or school and the family has plans to spend time together.
- The child is temporarily absent due to mother and child living in domestic violence shelter.
- The child is out of town regularly due to a shared custody arrangement.
- The parent works Tuesday through Friday and the child will regularly stay home with mom on Mondays.
- The child has a therapy session each week that is scheduled during class time.
- The child has a medical appointment that is scheduled during class time (i.e. well child exam).

Note: If absences occur for the above reasons but staff is **not** informed one day in advance, the absence is coded as a "U", unplanned.

### - = Closed

The program is closed to children for this day.

### X = Not Enrolled

The child has not yet enrolled or is no longer enrolled on this day.