Printing Attendance:

Go to www.childplus.net – enter user name and password

Click on Report
Click on Attendance
Click on Report – 2315 – Daily Attendance and Meals Worksheet
Print one set for Attendance (see settings on next pages)
Print one set for Meals (see settings on next pages)
Crosscheck daily that they match up
Send filled out forms to Office Manager at main office

Daily Attendance and Meals Worksheet (2315)

The Daily Attendance and Meals Worksheet report prints out a worksheet that you can use to manually take attendance. You can then use the attendance and meal count results you record on this worksheet for data entry purposes.

⊟ Setup Options for this Report

Report Option	Description
Options Information	Include Attendance, Show Attendance Codes, Follow-up, Show Notes, Include Meals, Non-Participants Meals, Group ▣ by CACFP ▣ status, Show Meal Codes, Show Participant Birthday
Grouping/Type Options	None, Site, or Classroom Report Type: Worksheet only
Date filters?	No
Totals?	Yes
Management Report?	No

⊟ View the Fields Available on this Report

- Days of the Week
- Name of children
- Non-Participants CACFP
- Non-Participants Non-CACFP
- Program

ATTENDANCE:

Select a Report | 2315 - Daily Attendance and Meals Worksheet ✕

General | Custom Filters | Individuals

Program Term	Head Start 2018-2019 ▾
Program Option	<ALL> ▾
Group	< All Groups > ▾

Group By Agency ▾

Agency	NESD Head Start Program, Inc. ▾
Site	Northwestern ▾
Classroom	Northwestern AM ▾
Responsible Staff	Don't filter by r... ▾	▾

Advanced Setup

Status
- ☐ All
- ☐ New
- ☐ Waitlisted
- ☑ Accepted
- ☑ Enrolled
- ☐ Dropped
- ☐ Drop/Wait
- ☑ Drop/Accept
- ☐ Completed
- ☐ Abandoned

Grouping
- ○ None
- ○ Site
- ● Classroom

Report Type
- ○ Detail
- ○ Summary
- ● Worksheet
- ○ Individual

☑ Include space for recording attendance
  ☑ Show attendance codes
  ☑ Include space for follow-up
  ☑ Include space for notes

☐ Include space for recording meals
  ☐ Include space for non-participant meals
  ☐ Group by CACFP status
  ☐ Show meal codes
  ☐ Show participant birthday

NESD Head Start Program, Inc.
2315 - Daily Attendance and Meals Worksheet
Program Term: Head Start 2018-2019, Site: Webster Center, Enrollment Status: Enrolled

Attendance Codes: P = Present A = Absent E = Excused U = Unexcused N = Not Scheduled T = Tardy LE = Left Early

Site Name AM

Attendance for 4/29 - 4/30

		Mon 29	Tue 30	Wed	Thu	Fri	Totals
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes				started new month			
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes							
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes							
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes							
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 1 A_ E 1 U_ N_ T_ LE_
Follow Up Notes				Dentist			
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes							
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes							
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes							
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes							
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes							
	HS	P A E U N T LE	P A E U N T LE	P A E U N T	N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes							

To record tardy and left early in the same day, choose both the T and LE codes

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NESD Head Start Program, Inc.
2315 - Daily Attendance and Meals Worksheet
Program Term: Head Start 2018-2019, Site: Webster Center, Enrollment Status: Enrolled

Attendance Codes: P = Present A = Absent E = Excused U = Unexcused N = Not Scheduled T = Tardy LE = Left Early

Attendance for 4/29 - 4/30

		Mon	Tue	Wed	Thu	Fri	Totals
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes							
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes							
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes							
	HS	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE		P 2 A_ E_ U_ N_ T_ LE_
Follow Up Notes							
Classroom Totals Participants: 15		P A E U N T LE 15	P A E U N T LE 14 1	P A E U N T LE	P A E U N T LE	P A E U N T LE	P A E U N T LE 29 1

- A separate one is also done for the PM class
- Be as specific as possible when writing the reason for the child being gone in the "Notes" section (i.e. sick – flu, sick – dr appt., vacation, etc.)

MEALS:

General | Custom Filters | Individuals

Program Term: Head Start 2018-2019 ▾
Program Option: <ALL> ▾
Group: < All Groups > ▾

Group By Agency ▾

Agency: NESD Head Start Program, Inc. ▾
Site: Northwestern ▾
Classroom: Northwestern AM ▾
Responsible Staff: Don't filter by r... ▾ | ▾

Advanced Setup

☐ Include space for recording attendance
  ☐ Show attendance codes
  ☐ Include space for follow-up
  ☐ Include space for notes

☑ Include space for recording meals
  ☐ Include space for non-participant meals
  ☐ Group by CACFP status
  ☑ Show meal codes
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Status
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- ☑ Enrolled
- ☐ Dropped
- ☐ Drop/Wait
- ☑ Drop/Accept
- ☐ Completed
- ☐ Abandoned

Grouping
- ○ None
- ○ Site
- ● Classroom

Report Type
- ○ Detail
- ○ Summary
- ● Worksheet
- ○ Individual

4/25/2019
8:09 AM

Page 1 of 2

NESD Head Start Program, Inc.
2315 - Daily Attendance and Meals Worksheet
Program Term: Head Start 2018-2019, Site: Webster Center, Enrollment Status: Enrolled

Meal Codes: B = Breakfast L = Lunch P = PM Snack

Site __AM__   Attendance for __4/29__ - __4/30__

	Mon	Tue	Wed	Thu	Fri	Totals
HS	B L	B L	B L	B L		B 2 L 2 P ___
HS	B L	B L	B L	B L		B 2 L 2 P ___
HS	B L	B L	B L	B L		B 1 L 2 P ___
HS	B L	B L	B L	B L		B 2 L 2 P ___
HS	B L	B L	B L	B L		B 1 L 1 P ___
HS	B L	B L	B L	B L		B 2 L 2 P ___
HS	B L	B L	B L	B L		B 2 L 2 P ___
HS	B L	B L	B L	B L		B 2 L 2 P ___
HS	B L	B L	B L	B L		B 2 L 2 P ___
HS	B L	B L	B L	B L		B 2 L 2 P ___
HS	B L	B L	B L	B L		B 2 L 2 P ___
HS	B L	B L	B L	B L		B 2 L 2 P ___
HS	B L	B L	B L	B L		B 2 L 2 P ___
HS	B L	B L	B L	B L		B ___ L ___ P ___
HS	B L	B L	B L	B L		B 2 L 1 P ___

Classroom Totals
Participants: 15

	Mon	Tue	Wed	Thu	Fri	Totals
	B L P	B L P	B L P	B L P	B L P	B L P
	15 15	14 14	___	___	___	20 20