

# School Readiness Attendance Reporting

Updated March 2018

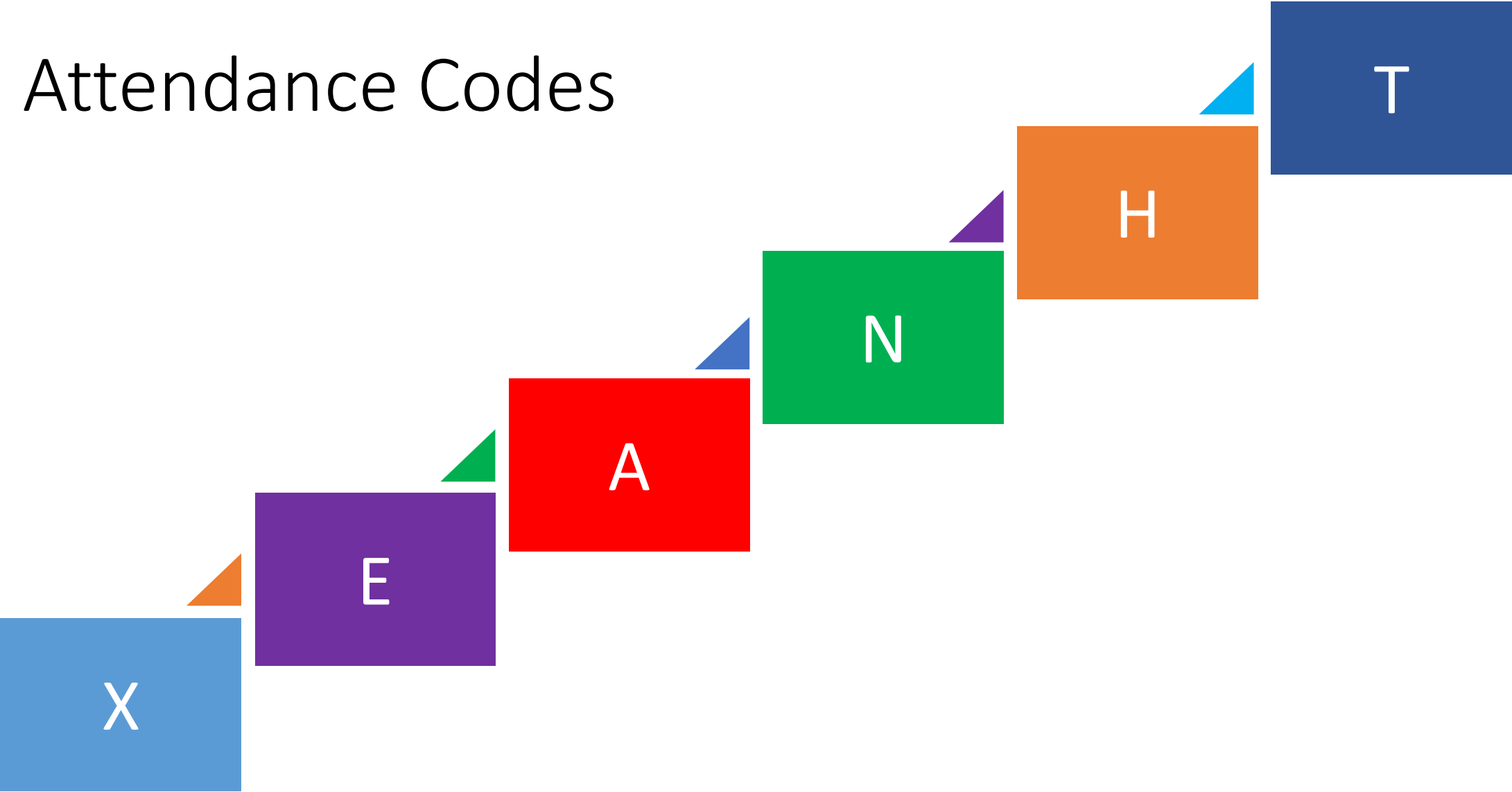


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**Early Learning**  
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# Enrollment/Attendance Certification

- X = Enrolled/Present
- E = Excused Absence
- A = Authorized Absence Beyond 3 Days
- N = Enrolled, Non-Reimbursable
- H = Reimbursable Holiday
- T = Terminated

# Attendance Codes



# X = Enrolled/Present

Rule 6M-4.500 requires the following on all sign-in and sign-out forms:

- Provider's name
- Child's first and last name
- Date
- Time in and time out
- Authorized sign-in and sign-out signatures of the parent or other person dropping off or picking up the child to, or from, the provider site

\* Authorized signature, via paper or electronic, includes provider designee for children who are transported via school to or from the provider site or a parent or person authorized by the parent as documented in writing and on file with the provider.

Reference: [Rule 6M-4.500 "Child Attendance and Provider Reimbursements"](#)

# E = Excused Absence

- Can only be used after child's first day of attendance
- Requires no written documentation
- Three maximum number of "E" days per month
- Can include vacation or recreation time

Reference: [Rule 6M-4.500 "Child Attendance and Provider Reimbursements"](#)

# A = Authorized Absence

- Can only be used after child's first day of attendance
- Requires written documentation
- Acceptable documentation to support extraordinary circumstances:
  - Hospitalization of the child or parent with appropriate documentation (i.e., doctor's note, hospital admission)
  - Illness requiring home stay as documented (doctor's note)
  - Death in the immediate family with appropriate documentation (i.e., obituary, death certificate, parent statement)
  - Court-ordered visitation with appropriate documentation (i.e. court order)
  - Unforeseen documented military deployment or exercise of parent(s) (i.e., military orders of deployment, reserve duty)
- Vacation or recreation time NOT included in "extraordinary circumstances"

Reference: [Rule 6M-4.500 "Child Attendance and Provider Reimbursements"](#)

# Total Absences

- The Coalition may pay for more than three absences with approved supporting documentation.
- The paid absences must not exceed 10 days per month.

Reference: [Rule 6M-4.500 "Child Attendance and Provider Reimbursements"](#)

# N = Non-Reimbursable

- Child not present:
  - Exceeded 3 “E” days
  - No written documentation to support absence(s)
- After 10 approved absences
- Facility closed (not a Coalition-approved holiday)

Reference: [Rule 6M-4.500 “Child Attendance and Provider Reimbursements”](#)



# H = Reimbursable Holiday

- Coalition-approved holiday
- Facility closed
- “H” not counted as an absence for reimbursement purposes

Reference: [Rule 6M-4.500 “Child Attendance and Provider Reimbursements”](#)

# T = Terminated

- Child no longer attending
- Non-reimbursable after the child's last day of attendance:
  - Parent has withdrawn the child from program.
  - Coalition has terminated the case (i.e., due to child's eligibility)
- "T" is recorded on the day after the child's last reimbursable day.

Reference: [Rule 6M-4.500 "Child Attendance and Provider Reimbursements"](#)