

Documenting Child Attendance

POLICY:

An attendance count for each classroom is completed daily

- *This policy relates to [Head Start Performance Standards 45 CFR Part 1302.16](#)*

PROCEDURE:

1. Teachers will maintain an attendance record for each class daily. The attendance record will be the primary source document for audit purposes.
2. A code for making present, excused absence and unexcused absence is used consistently throughout each program. Teaching staff will designate each absence as “excused” or “unexcused” on the Absentee List on COPA in a timely manner.
3. Attendance documents contain the teacher’s original signature and a statement verification by the teacher.
4. A child is counted in attendance when he/she has arrived on-site even if it was only for a short period of time. A child will also be counted in attendance if he/she is transported off-site by the Head Start staff for alternate Head Start activities (i.e. dentist, health department, field trips, etc.).
5. If a child is transported by the parent to alternate Head Start activities off-site such as the ones mentioned in the item above, the child will only be counted in attendance if he/she is present in the classroom at some point during the school day.
6. Attendance reports will be forwarded to the delegate office monthly.
7. Monthly reports will be forwarded to the grantee office with attendance date.
8. Monthly reports are given to the Policy Committees & Policy Council which include attendance count for the entire program as well as individual classrooms at the Policy Committee level.

Approved by the Policy Council, March 2017