

## How to Complete Attendance in ChildPlus:

\*\*\*Please remember that **accurate** attendance is mandatory for your participation in our program

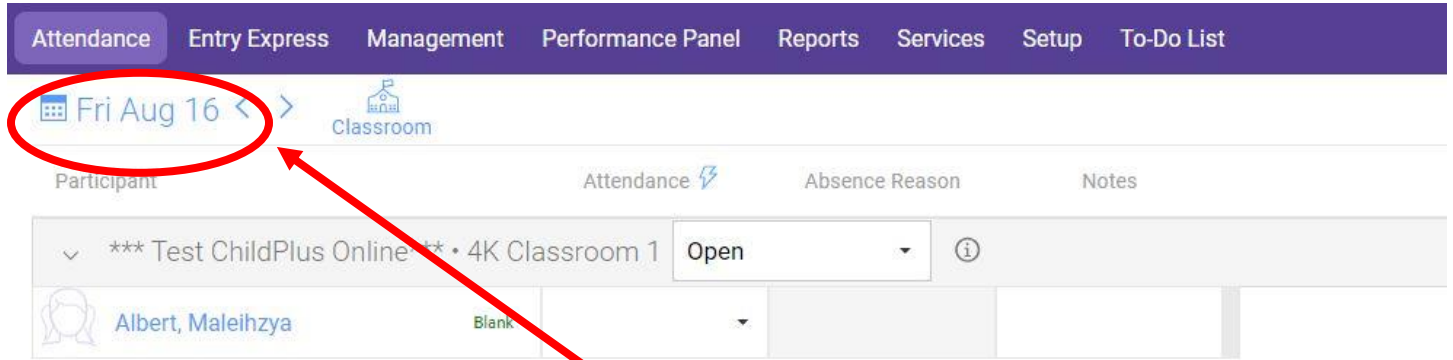
Step 1:

The screenshot shows the top navigation bar of the ChildPlus system. The 'Attendance' tab is highlighted with a red circle. Below the navigation bar, there is a search bar and an 'Add Family' button. A list of participants is displayed, with the first name 'Etienne, Charlotte' highlighted. A red arrow points from the 'Attendance' tab to the list. To the right of the list, there is a text box with the instruction: '1. Click on the "Attendance" tab'.

← Select a participant

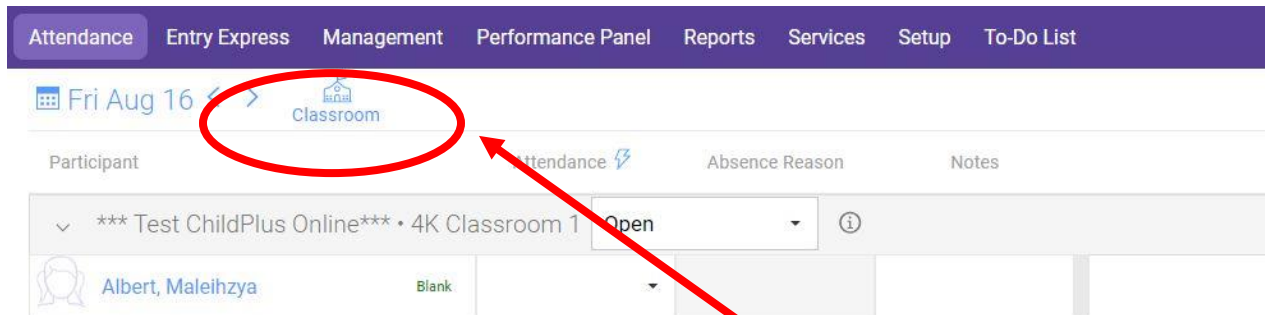
1. Click on the "Attendance" tab

Step 2-3:



2. Click here to change the date you would like to enter attendance.

Step 3: *Please do not select more than 1 classroom to take attendance for at a time. Selecting more than one classroom may cause a system error*



3. Click on **Classroom** to select your center and the classroom at your center which you would like to take attendance for

Step 4:

Change List

Classroom Bus Route  Select Multiple

School Year 2024 - 2025

- 2024-2025 School Term
  - South Carolina First Steps
    - \*\*\* Test ChildPlus Online\*\*\*
      - 4K Classroom 1
      - \*To Be Processed 2024-2025\*
      - \*Unknown\*
      - < Parent Selected/New Center >
      - 5 Star Academy LC
      - A & A Learning Center
      - A Child's Haven
      - A Perfect Start Child Care
      - ABC Academy, LLC
      - Above And Beyond CDC
      - Abundant Blessings CDC
      - Academy Kingdom CCC
      - Academy Road Preschool
      - Agape United Daycare
      - All Saints CDC
      - Allendale ELA
      - Amazing Learning Academy

Options Cancel

4. Click the arrow to the left of your center name. This will make your classrooms appear.

4. Click on the classroom that you would like to enter attendance for.

## Step 5:

The screenshot shows a classroom attendance interface. At the top, there is a date 'Fri Aug 16' and a 'Classroom' label. Below this, there are columns for 'Participant', 'Attendance', 'Absence Reason', and 'Notes'. A row for a student named 'Albert, Maleihzya' is visible. The 'Attendance' column for this student has a dropdown menu open, showing 'Absent' and 'Present' options. A red circle highlights the dropdown menu, and a red arrow points to it from a text box.

5. Click the *drop-down* arrow for each student and enter their individual attendance – either enter “**P**” for Present or “**A**” for Absence

### \*\*\* Special Attendance Codes Note\*\*\*

The only attendance codes that you will use are “P” and “A”.

You may notice attendance codes on certain dates that are either a “B”, “E”, or “N”. Please disregard these codes and please don’t change them. These are internal markers we must use for various reasons in order to pay tuition correctly. They are for our purposes only and don’t reflect your true school calendar.

If any of the attendance codes “B”, “E”, or “N” come up as an option for you to choose when taking attendance, please do not use them.