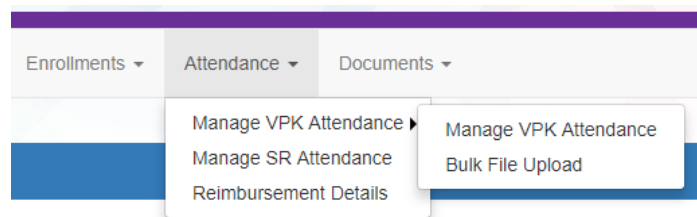


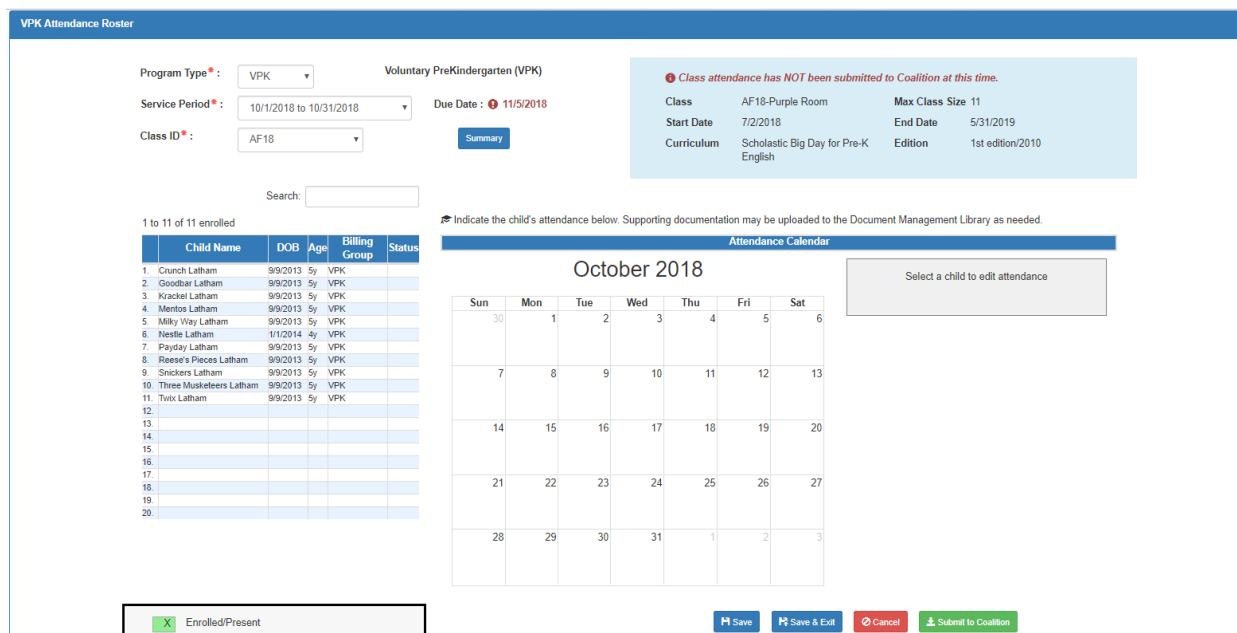
## Attendance - VPK

Providers manage VPK attendance online by navigating to the Attendance menu item and selecting **Manage VPK Attendance**. Providers may submit their attendance through the web page or using a bulk file upload, similar to the bulk enrollment file upload. It is important to note that changes to enrollment, such as entering a termination date, or changes to the class schedule, such as reporting a site closure, cannot be performed in attendance. Enrollment information must be corrected in the Enrollments area. Class schedule information must be corrected in the Contracts> VPK Provider Application area. Any changes to source data should be done prior to submitting attendance. Coalitions may assist as needed.



### Submitting Attendance Online

Select the **Manage VPK Attendance** menu item. The VPK Attendance Roster displays, defaulting to the current service period and first class. The blue summary box to the right contains class details such as the class full name, start and end dates, and max class size. If necessary, use the drop downs to select a different service period and/or class.



VPK Attendance Roster

Program Type\*: VPK Voluntary PreKindergarten (VPK)

Service Period\*: 10/1/2018 to 10/31/2018 Due Date: 11/5/2018

Class ID\*: AF18

Class attendance has NOT been submitted to Coalition at this time.

Class: AF18-Purple Room Max Class Size: 11

Start Date: 7/2/2018 End Date: 5/31/2019

Curriculum: Scholastic Big Day for Pre-K English Edition: 1st edition/2010

Search:

1 to 11 of 11 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	Crunch Latham	9/9/2013	5y	VPK	
2.	Goodbar Latham	9/9/2013	5y	VPK	
3.	Krackel Latham	9/9/2013	5y	VPK	
4.	Mentos Latham	9/9/2013	5y	VPK	
5.	Milky Way Latham	9/9/2013	5y	VPK	
6.	Nestle Latham	1/1/2014	4y	VPK	
7.	Payday Latham	9/9/2013	5y	VPK	
8.	Reese's Pieces Latham	9/9/2013	5y	VPK	
9.	Snickers Latham	9/9/2013	5y	VPK	
10.	Three Musketeers Latham	9/9/2013	5y	VPK	
11.	Twix Latham	9/9/2013	5y	VPK	
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

October 2018

Select a child to edit attendance

Legend: X Enrolled/Present

Buttons: Save, Save & Exit, Cancel, Submit to Coalition

Note, a service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition for payment. A due date is displayed for each service period. Providers with multiple classes must submit an attendance roster for each class for payment.

The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status). The summary feature shows the current/saved attendance information for all children in one view.

To record attendance, click on a child's name to view their attendance for the month.

Search:

1 to 11 of 11 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Crunch Latham	9/9/2013	5y	VPK	
2. Goodbar Latham	9/9/2013	5y	VPK	
3. Krackel Latham	9/9/2013	5y	VPK	
4. Mentos Latham	9/9/2013	5y	VPK	
5. Milky Way Latham	9/9/2013	5y	VPK	
6. Nestle Latham	1/1/2014	4y	VPK	
7. Payday Latham	9/9/2013	5y	VPK	
8. Reese's Pieces Latham	9/9/2013	5y	VPK	
9. Snickers Latham	9/9/2013	5y	VPK	
10. Three Musketeers Latham	9/9/2013	5y	VPK	
11. Twix Latham	9/9/2013	5y	VPK	
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

### Attendance Calendar

#### October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30						
	X	X	X	X	*	*
7						
	X	X	X	X	*	*
14						
	X	X	A	X	*	*
21						
	X	X	X	X	*	*
28						
	X	X	X			

**Child's Current Information**

Name: Crunch Latham  
 DOB: 9/9/2013 Age: 5  
 Status: Enrolled BGrp: VPK  
 Cert: VPK1109729-2018  
 Class: AF18-Purple Room

**Monthly Attendance Summary**

Days Present: 19  
 Days absent: 0

X Enrolled/Present  
 A Absent  
 N Non-Reimbursable/Non-Scheduled Days  
 H Paid Holiday Days  
 T Terminated/Enrollment Ended  
 \* Closed  
 Attendance has not started

Save Save & Exit Cancel Submit to Coalition

- Days the site is closed are marked with an asterisk “\*.”
- Days the child is scheduled to attend are marked with an “X” for present.
- A legend is provided in the bottom right for more code descriptions.

To change a present day to absent, click on the “X.” The “X” for present will now appear as an “A” for absent. Note, absences entered by mistake can be changed back to present by clicking on the “A.”

While not required, it is recommended to click **Save** (below the calendar) before moving on to another child. When all child absences are marked for the month, click **Save** and then click the **Submit to Coalition** button. A window may appear if the attendance is being submitted early or late, or if no absences have been recorded. To continue to the *Sign & Certify* page, click **Continue**.

Service Period\*: 10/1/2018 to 10/31/2018 Due Date: 11/5/2018

Class ID\*: AF18

Summary

Class: AF18-Purple Room Max Class Size: 11  
 Start Date: 7/2/2018 End Date: 5/31/2019  
 Curriculum: Scholastic Big Day for Pre-K English Edition: 1st edition/2010

Class attendance has NOT been submitted to Coalition at this time.

Search:

1 to 11 of 11 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Crunch Latham	9/9/2013	5y	VPK	
2. Goodbar Latham	9/9/2013	5y	VPK	
3. Krackel Latham	9/9/2013	5y	VPK	
4. Mentos Latham	9/9/2013	5y	VPK	
5. Milky Way Latham	9/9/2013	5y	VPK	
6. Nestle Latham	1/1/2014	4y	VPK	
7. Payday Latham	9/9/2013	5y	VPK	
8. Reese's Pieces Latham	9/9/2013	5y	VPK	
9. Snickers Latham	9/9/2013	5y	VPK	
10. Three Musketeers Latham	9/9/2013	5y	VPK	
11. Twix Latham	9/9/2013	5y	VPK	
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

### Attendance Calendar

#### October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30						
	X	X	X	X	*	*
7						
	X	X	X	X	*	*
14						
	X	X	X	X	*	*
21						
	X	X	X	X	*	*
28						
	X	X	X			

**Child's Current Information**

Name: Three Musketeers Latham  
 DOB: 9/9/2013 Age: 5  
 Status: Enrolled BGrp: VPK  
 Cert: VPK1109732-2018  
 Class: AF18-Purple Room

**Monthly Attendance Summary**

Absences

10/11/2018  
 10/15/2018

Days Present: 17  
 Days absent: 2

X Enrolled/Present  
 A Absent  
 N Non-Reimbursable/Non-Scheduled Days  
 H Paid Holiday Days

Save Save & Exit Cancel Submit to Coalition

**Submit Attendance**

The due date for this service period has passed.  
 Late attendance records may be processed in the next reporting period.

Clicking Continue will move to Sign & Certify.

Cancel Continue

The **Sign and Certify** page displays the class summary with the total number of days absent and days present. At this point, providers may want to print this page using the browser print function. When ready, review the certification statements and complete the Authorized Electronic Signature portion by entering the user's **Full Name**, checking the box for **Certify by electronic signature**, and clicking **Submit**. To abandon the submission, click **Cancel**.

**Attendance - Sign and Certify**

Funder Type: VPK      Service Period: 10/1/2018 to 10/31/2018      Due Date: 11/5/2018      Coalition: ELC of TALLAHASSEE  
 Provider ID: 19449      Site: Growing Up Strong      Site Address: 205 MARIOTT DR TALLAHASSEE, FL 32301      County: KREPS ISLAND  
 Class ID-Name: AF18-Purple Room      Class Start Date: 7/2/2018      Class End Date: 5/31/2019

Child Name	DOB	Age	Billing Group	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Days Absent	Days Present
1. Crunch Latham	9/9/2013	5y	VPK	X	X	X	X				X	X	X	X				X	X	A	X				X	X	X	X				X	X	X	1	18
2. Goodbar Latham	9/9/2013	5y	VPK	X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	0	19
3. Krackel Latham	9/9/2013	5y	VPK	X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	0	19
4. Mentos Latham	9/9/2013	5y	VPK	X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	0	19
5. Milky Way Latham	9/9/2013	5y	VPK	X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	0	19
6. Nestle Latham	1/1/2014	4y	VPK	X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	0	19
7. Payday Latham	9/9/2013	5y	VPK	X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	0	19
8. Reese's Pieces Latham	9/9/2013	5y	VPK	X	X	X	X				X	X	X	X				A	X	X	X				X	X	X	X				X	X	X	1	18
9. Snickers Latham	9/9/2013	5y	VPK	X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	0	19
10. Three Musketeers Latham	9/9/2013	5y	VPK	X	X	X	X				X	X	X	A				A	X	X	X				X	X	X	X				X	X	X	2	17
11. Twix Latham	9/9/2013	5y	VPK	X	X	X	X				X	X	X	X				X	X	X	A				A	A	A	A				X	X	X	5	14

X: Enrolled/Present    A: Absent    T: Terminated/Enrollment Ended    \* Closed

By signing this form I certify that:

- I have examined this VPK monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

**Authorized Electronic Signature**

Full Name:

☐ Certify by electronic signature

Submission Date: 12/8/2018

**Submit** **Cancel**

## Submitted Attendance

Upon submission, the screen returns to the VPK Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows "SUB" for submitted in the status column. This status will change as the child attendance is processed by the coalition.

**VPK Attendance Roster**

Program Type: VPK      Voluntary PreKindergarten (VPK)  
 Service Period: 10/1/2018 to 10/31/2018      Due Date: 11/5/2018  
 Class ID: AF18      **Summary**

Class: AF18-Purple Room      Max Class Size: 11  
 Start Date: 7/2/2018      End Date: 5/31/2019  
 Curriculum: Scholastic Big Day for Pre-K English      Edition: 1st edition/2010

Search:

1 to 11 of 11 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Crunch Latham	9/9/2013	5y	VPK	Ⓢ SUB
2. Goodbar Latham	9/9/2013	5y	VPK	Ⓢ SUB
3. Krackel Latham	9/9/2013	5y	VPK	Ⓢ SUB
4. Mentos Latham	9/9/2013	5y	VPK	Ⓢ SUB
5. Milky Way Latham	9/9/2013	5y	VPK	Ⓢ SUB
6. Nestle Latham	1/1/2014	4y	VPK	Ⓢ SUB
7. Payday Latham	9/9/2013	5y	VPK	Ⓢ SUB
8. Reese's Pieces Latham	9/9/2013	5y	VPK	Ⓢ SUB
9. Snickers Latham	9/9/2013	5y	VPK	Ⓢ SUB
10. Three Musketeers Latham	9/9/2013	5y	VPK	Ⓢ SUB
11. Twix Latham	9/9/2013	5y	VPK	Ⓢ SUB

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

**Attendance Calendar**

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13

Select a child to edit attendance

## Rejected Attendance

Coalition staff may reject submitted attendance. In this case, the individual that submitted the roster will receive an email notification. Instructions are provided to log in to the Provider Services Portal, review the roster, make

necessary changes to rejected records, and re-submit. The rejected child records are displayed at the top of the roster list in red and show "REJ" for rejected in the status column. Only records with "REJ" may be edited.

**VPK Attendance Roster**

Program Type: VPK Voluntary PreKindergarten (VPK)

Service Period: 9/1/2018 to 9/30/2018 Due Date: 10/3/2018

Class ID: AF18 Summary

Class attendance was submitted to Coalition on 12/8/2018 by [alatham77+OELprovider@gmail.com](mailto:alatham77+OELprovider@gmail.com).

Class: AF18-Purple Room Max Class Size: 11

Start Date: 7/2/2018 End Date: 5/31/2019

Curriculum: Scholastic Big Day for Pre-K English Edition: 1st edition/2010

Search:

1 to 10 of 10 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Goodbar Latham	9/9/2013	5y	VPK	REJ
2. Krackel Latham	9/9/2013	5y	VPK	REJ
3. Crunch Latham	9/9/2013	5y	VPK	APP
4. Mentos Latham	9/9/2013	5y	VPK	APP
5. Milky Way Latham	9/9/2013	5y	VPK	APP
6. Payday Latham	9/9/2013	5y	VPK	APP
7. Reese's Pieces Latham	9/9/2013	5y	VPK	APP
8. Snickers Latham	9/9/2013	5y	VPK	APP
9. Three Musketeers Latham	9/9/2013	5y	VPK	APP
10. Twix Latham	9/9/2013	5y	VPK	APP
11.				

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

**Attendance Calendar**

September 2018

Select a child to edit attendance

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8

To edit, click the name of a rejected record. Any absences previously recorded appear. Make changes as needed. After the last record is corrected, click **Save**. Then, click the **Submit to Coalition** button and continue to the *Sign & Certify* page. This time, the *Sign & Certify* page only shows the rejected records that are being re-submitted to the coalition. Complete the Authorized Electronic Signature portion and click Submit.

**Attendance - Sign and Certify**

Funder Type: VPK Service Period: 9/1/2018 to 9/30/2018 Due Date: 10/3/2018 Coalition: ELC of TALLAHASSEE

Provider ID: 19449 Site: Growing Up Strong Site Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301 County: KREPS ISLAND

Class ID Name: AF18-Purple Room Class Start Date: 7/2/2018 Class End Date: 5/31/2019

Child Name	DOB	Age	Billing Group	Sat 9/1	Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Sun 9/16	Mon 9/17	Tue 9/18	Wed 9/19	Thu 9/20	Fri 9/21	Sat 9/22	Sun 9/23	Mon 9/24	Tue 9/25	Wed 9/26	Thu 9/27	Fri 9/28	Sat 9/29	Sun 9/30	Days Absent	Days Present
1. Goodbar Latham	9/9/2013	5y	VPK	-	-	X	X	X	X	-	-	-	A	A	X	X	-	-	-	X	X	-	A	-	-	-	X	X	X	X	-	-	-	3	12
2. Krackel Latham	9/9/2013	5y	VPK	-	-	X	X	X	X	-	-	-	X	X	X	X	-	-	-	X	X	-	X	-	-	-	X	X	X	X	-	-	-	0	15

X: Enrolled/Present A: Absent T: Terminated/Enrollment Ended \* Closed

By signing this form I certify that:

- I have examined this VPK monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

**Authorized Electronic Signature**

Full Name:

☐ Certify by electronic signature \*

Submission Date: 12/9/2018

Upon submission, the rejected "REJ" records appear on the roster as submitted "SUB."

### Approved Attendance

Coalition staff will continue to work submitted attendance until the records are approved for payment. Approved records appear on the attendance roster as "APP" for approved in the status column.

**VPK Attendance Roster**

Program Type: VPK Voluntary PreKindergarten (VPK)

Service Period: 8/1/2018 to 8/31/2018 Due Date: 9/6/2018

Class ID: AF18 Summary

Search:

1 to 10 of 10 enrolled

	Child Name	DOB	Age/Billing Group	Status
1.	Crunch Latham	9/9/2013 5y	VPK	✓ APP
2.	Goodbar Latham	9/9/2013 5y	VPK	✓ APP
3.	Krazel Latham	9/9/2013 5y	VPK	✓ APP
4.	Mentos Latham	9/9/2013 5y	VPK	✓ APP
5.	Milky Way Latham	9/9/2013 5y	VPK	✓ APP
6.	Payday Latham	9/9/2013 5y	VPK	✓ APP
7.	Reese's Pieces Latham	9/9/2013 5y	VPK	✓ APP
8.	Snickers Latham	9/9/2013 5y	VPK	✓ APP
9.	Three Musketeers Latham	9/9/2013 5y	VPK	✓ APP
10.	Twix Latham	9/9/2013 5y	VPK	✓ APP
11.				

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

**Attendance Calendar**

August 2018

Select a child to edit attendance

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Class attendance was submitted to Coalition on 12/8/2018 by alatham77+OELprovider@gmail.com.

Class: AF18-Purple Room Max Class Size: 11

Start Date: 7/2/2018 End Date: 5/31/2019

Curriculum: Scholastic Big Day for Pre-K English Edition: 1st edition/2010

When records are paid by the coalition, the reimbursement details are posted on the Provider Portal under Attendance> Reimbursement Details.

Attendance ▾ Documents ▾

Manage VPK Attendance ▸

Manage SR Attendance

Reimbursement Details

## Uploading Bulk Attendance File

Providers may submit their attendance via a bulk file upload (similar to the enrollment bulk file upload process). To begin, go to the Attendance menu item, choose Manage VPK Attendance, and then select **Bulk File Upload**.

Attendance ▾ Documents ▾

Manage VPK Attendance ▸

Manage SR Attendance

Reimbursement Details

Manage VPK Attendance

Bulk File Upload

The Bulk VPK Attendance page displays.

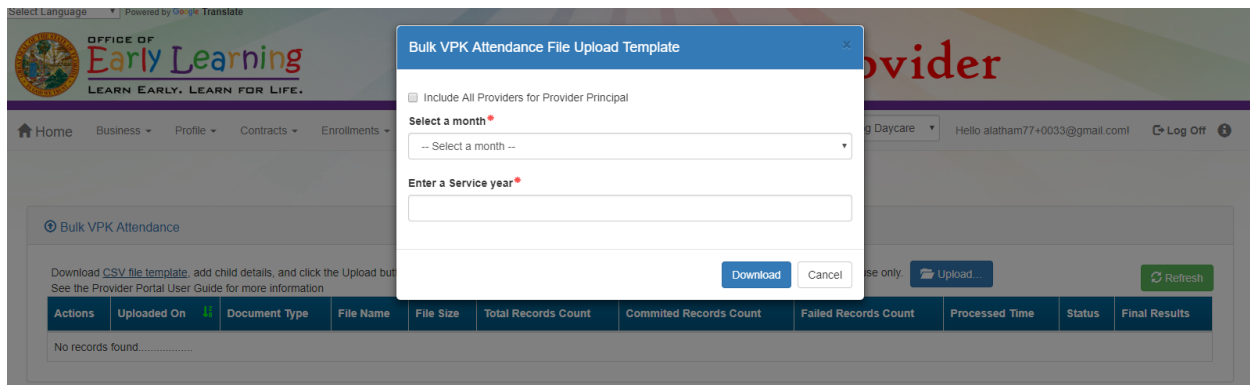
ⓘ Bulk VPK Attendance

Download [CSV file template](#), add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. Upload... Refresh

See the Provider Portal User Guide for more information

Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
No records found.....										

Click the **CSV file template** link. A window appears. From this window, select the service month and year to generate a file for all of the enrollments (for all classes) at the site that month. Alternatively, multi-site providers may check the *"Include all providers for provider principal"* box to generate a file for all of the enrollments (for all classes) at all sites associated to the account for that month. Then, click the **Download** button.



Open the downloaded file. The enrollment information for each class is pre-populated. Each instructional day during the student's enrollment defaults to present (X)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	ProviderID	MSID	ProviderName	COENumber	FLEID	ChildLastName	ChildFirstName	ChildDateOfBirth	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9
2	8433		Daisy Mae Daycare	VPK748-2018		Latham	Ariel	2/2/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
3	8433		Daisy Mae Daycare	VPK751-2018		Latham	Bambi	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
4	8433		Daisy Mae Daycare	VPK752-2018		Latham	Blue Fairy	8/8/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
5	8433		Daisy Mae Daycare	VPK753-2018		Latham	Pinocchio	12/12/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
6	8433		Daisy Mae Daycare	VPK747-2018		Latham	Aladin	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
7	8433		Daisy Mae Daycare	VPK757-2018		Latham	Chip	2/2/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
8	8433		Daisy Mae Daycare	VPK754-2018		Latham	Cinderella	7/7/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
9	8433		Daisy Mae Daycare	VPK756-2018		Latham	Cruella deVil	2/2/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
10	8433		Daisy Mae Daycare	VPK758-2018		Latham	Dale	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
11	8433		Daisy Mae Daycare	VPK749-2018		Latham	Hercules	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*

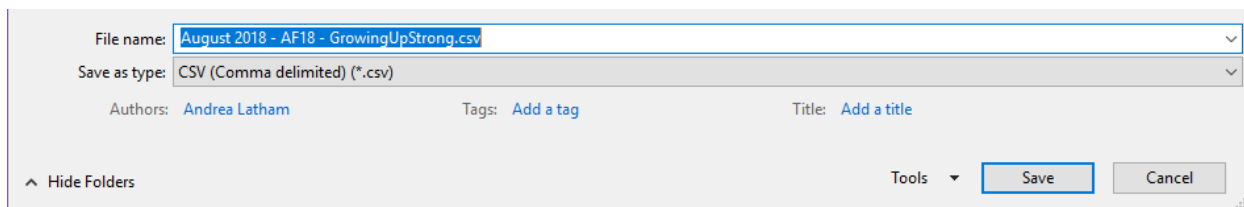
T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT
Day_10	Day_11	Day_12	Day_13	Day_14	Day_15	Day_16	Day_17	Day_18	Day_19	Day_20	Day_21	Day_22	Day_23	Day_24	Day_25	Day_26	Day_27	Day_28	Day_29	Day_30	Day_31	ClassroomID	ClassroomName	CountyID	EnrollmentVPKID	ProviderRosterID
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1130	AF18	37	271	397
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1130	AF18	37	272	398
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1130	AF18	37	273	399
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1130	AF18	37	274	400
*	*	*			X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1131	BF18	37	279	450
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1131	BF18	37	277	448
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1131	BF18	37	275	446
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1131	BF18	37	276	447
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1131	BF18	37	278	449
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1131	BF18	37	284	451

- Legend: present (X), site closed (\*), student not started (\_), student terminated (T).
- Day\_1 = first of attendance month, Day\_2 = second day of attendance month, Day\_3 = third day of attendance month, etc. In this example, Day\_1 = August 1, Day\_2 = August 2, and Day\_3 = August 3.
- Regardless of the month/year, columns for Day\_1 to Day\_31 are included in the file and are necessary for the upload; none should be removed.
- It is critical that only the content of "Day\_#" columns are changed (i.e. changing an X to an A). Attempting to add students or edit/remove system generated columns will cause errors. The file is a reflection of the enrollment information for the class when downloaded. If issues are identified, please contact the local early learning coalition for assistance.

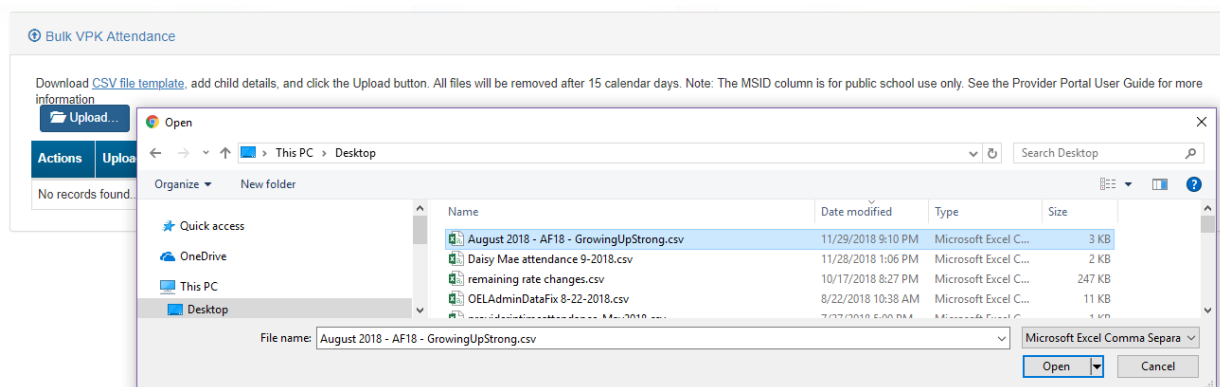
Scroll over to the days and record absences by changing a present day (X) to absent (A). Tip: (In Excel) Open the **View** menu, select column H, and click **Freeze Panes**. This will keep the student's name and demographic information in view while scrolling through days.

	F	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	ChildFirstName	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9	Day_10	Day_11	Day_12	Day_13	Day_14	Day_15	Day_16	Day_17	Day_18	Day_19	Day_20
2	Crunch	8	2018			*	*						*	*	X	X	X	X	X	*	*	X	
3	Goodbar	8	2018			*	*						*	*	X	X	X	X	X	*	*	X	
4	Krackel	8	2018			*	*						*	*	X	X	X	X	X	*	*	X	
5	Mentos	8	2018			*	*						*	*	X	X	X	X	X	*	*	X	
6	Milky Way	8	2018			*	*						*	*	X	X	X	X	X	*	*	X	
7	Payday	8	2018			*	*						*	*	X	X	X	X	X	*	*	X	
8	Reese's Pieces	8	2018			*	*						*	*	X	X	X	X	X	*	*	X	
9	Snickers	8	2018			*	*						*	*	X	X	X	X	X	*	*	X	
10	Three Musketeers	8	2018			*	*						*	*	X	X	X	X	X	*	*	X	
11	Twix	8	2018			*	*						*	*	X	X	X	X	X	*	*	X	

(In Excel) When complete, un-hide and/or un-freeze any columns. Click File> Save As. Re-name file and save locally. Be sure the file type is .csv.



On the Provider Portal, click the **Upload** button. A file manager window opens. Locate the saved file and click **Open**.



The uploaded file displays in the Bulk VPK Attendance log.

Bulk VPK Attendance										
Download <a href="#">CSV file template</a> , add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information.										
Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
	11/29/2018	VPK Roster	August 2018 - AF18 - GrowingUpStrong.csv	2 KB	null	null	null		Submitted	Not Available

Click the **Refresh** button to get final results.

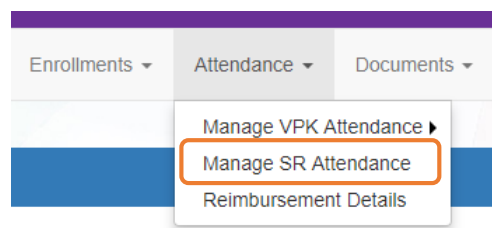
Bulk VPK Attendance										
Download <a href="#">CSV file template</a> , add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information.										
Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
<a href="#">Download</a>	12/09/2018	VPK Roster	November 2018 - GrowingUpStrong.csv	2 KB	11	11	0		Completed	Successful

The successfully submitted attendance is now reflected on the class attendance roster. Each record shows "SUB" for submitted.

## Attendance - SR

Providers manage SR attendance online by navigating to the Attendance menu item and selecting **Manage SR Attendance**. Providers may submit their attendance through the web page. It is important to note that changes to enrollment, such as entering a termination date, cannot be performed in the attendance module but rather the Manage SR Enrollment area. Also, when issues appear on the attendance roster (such as incorrect enrollment

information, missing children, duplicate children, missing paid holidays, duplicate absences on the same day, etc.), the issues should be communicated to the coalition before submitting the attendance roster. Coalitions may assist in addressing the issues so that the attendance records have accurate information.



## Submitting Attendance Online

Select the **Manage SR Attendance** menu item. The SR Attendance Roster displays, defaulting to the current service period. The blue summary box to the right contains provider details and paid holiday information for the service period.

Program Type: SR

Service Period: 8/1/2018 to 8/31/2018

Coalition: ELC of the Big Bend Regic

School Readiness (SR)

Due Date: 9/6/2018

Summary

Attendance has NOT been submitted to ELC of the Big Bend Region.

Care Level: INF, TOD, 2YR, PR3, PR4

Hours Of Operation: M-F 6:00am-6:30pm

SR/Local Funding Students: 6

Paid Holidays:

Search:

1 to 6 of 6 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	Daphne Latham	3/3/2018	1y	BG8	
2.	Fred Latham	3/3/2018	1y	BG8	
3.	Scooby-Doo Latham	7/7/2015	3y	CCEP	
4.	Scrappy-Doo Latham	8/8/2017	1y	CCEP	
5.	Shaggy Latham	11/11/2014	4y	BG3	
6.	Velma Latham	5/5/2016	2y	33-ALF	
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Previous Next

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Select a child from enrollees to edit attendance

Note, a service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition. A due date is displayed for each service period. Providers that contract with multiple coalitions must submit an attendance roster to each coalition.

Children that are “Enrolled” or “Pending Parent Acceptance” are included on the SR attendance roster. Children that are “Pending Parent Acceptance” are listed first and have an initial status of “PND”; children that are “Enrolled” do not have an initial status. When “PND” children are listed, a provider message will also appear. Clicking **OK** dismisses the message.

The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status). The summary feature shows the current/saved attendance information for all children in one view.

To record attendance, click on a child’s name to view their attendance for the month.



	Child Name	DOB	Age	Billing Group	Status
1.	Daphne Latham	3/3/2018	1y	BG8	
2.	Fred Latham	3/3/2018	1y	BG8	
3.	Scooby-Doo Latham	7/7/2015	3y	CCEP	
4.	Scrappy-Doo Latham	8/8/2017	1y	CCEP	
5.	Shaggy Latham	11/11/2014	4y	BG3	
6.	Velma Latham	5/5/2016	2y	33-ALF	
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Previous Next

X

 Enrolled/Present
 

A

 Absent
 

NS

 Non-Reimbursable/Non-Scheduled Days
 

H

 Paid Holiday Days
 

T

 Terminated/Enrollment Ended
 

\*

 Closed
  Attendance has not started

Save

Save & Exit

Cancel

Submit to Coalition

### Attendance Calendar

#### August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
			X FT	X FT	X FT	*
5	6	7	8	9	10	11
*	X FT	X FT	X FT	X FT	X FT	*
12	13	14	15	16	17	18
*	X FT	X FT	X FT	X FT	X FT	*
19	20	21	22	23	24	25
*	X FT	X FT	X FT	X FT	X FT	*
26	27	28	29	30	31	1
*	X FT	X FT	X FT	X FT	X FT	

**Child's Current Information**  
 Name: Daphne Latham  
 DOB: 3/3/2018 Age: 1  
 Copay: \$1.25 BGrp: BG8  
 Status: Enrolled  
**Monthly Attendance Summary**  
 Anticipated Start Date: 7/1/2018  
 Days Absent: 0  
 Days Present: 23  
 Reimbursed Holidays: 0  
 Non-Reimbursable Days: 0

- Days the site is closed are marked with an asterisk “\*.”
- Days the child is not scheduled to attend are marked with “NS.”
- Days the child is scheduled to attend are marked with an “X” for present along with his/her scheduled unit of care.
- Paid holidays where a child is also scheduled to attend are marked with an “H.”
- A legend is provided in the bottom right for more code descriptions.

Note, the “Child’s Current Information” displayed on the right is current as of today. When working prior months, the information displayed may not align. For example, if a child’s enrollment was terminated in February 2019, the current enrollment status is *Enrollment Ended*. Each month (prior to February) will also display *Enrollment Ended* in the “Child’s Current Information” area because it is the current enrollment status. This does not impact the ability to record attendance for those prior months. Enhancements are planned to address the display.

To change a present day to absent, click on the “X.” A pop-up message appears to collect more information.

- Select an absent reason from the dropdown.
- Include a message to the coalition regarding the absence in the Note area. *(optional for most reasons)*
- Attach a file for supporting documentation by clicking **Choose File**. *(optional)*
- Click **Save** when done and the pop-up message will close.
- The “X” for present will now appear as an “A” for absent.
- Note, consecutive absences must be entered per day (i.e. there isn’t a click and drag feature to select multiple days at once). However, it is not necessary to upload the same document per day when it applies to multiple days. Upload the document on one of the absences and reference it in the Note area for the other absences.
- Absences entered by mistake can be changed back to present by clicking on the “A.” A message will appear to confirm the change. Clicking **Yes** removes the saved absence information, deletes the document, and changes the “A” for absent to “X” for present.

While not required, it is recommended to click **Save** (below the calendar) before moving on to another child. When all child absences are marked for the month, click **Save** and then click the **Submit to Coalition** button. A

window may appear if the attendance is being submitted early or late, or if no absences have been recorded. To continue to the *Sign & Certify* page, click **Continue**.

**Submit Attendance**

The due date for this service period has passed.  
Late attendance records may be processed in the next reporting period.

Clicking **Continue** will move to *Sign & Certify*.

The *Sign and Certify* page summarizes the information for each child and an electronic signature is required.

**Attendance ~ Sign and Certify**

**Funder Type** SR **Service Period** 8/1/2018 to 8/31/2018 **Due Date** 9/6/2018 **Coalition** ELC of the Big Bend Region  
**Provider ID** 9504 **Site** Florida ChildCare Center A **Site Address** 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309 **County** Leon

Child Name	DOB	Age	Billing Group	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	A	X	H	N
1. Daphne Latham	3/3/2018	1y	BG8	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	A	X	X	X	X	*	*	X	X	X	X	X	1	22	0	0
2. Fred Latham	3/3/2018	1y	BG8	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	0	23	0	0
3. Scooby-Doo Latham	7/7/2015	3y	CCEP	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	0	23	0	0
4. Scrappy-Doo Latham	8/8/2017	1y	CCEP	X	X	X	*	*	X	X	X	X	X	*	*	X	X	A	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1	22	0	0
5. Shaggy Latham	11/11/2014	4y	BG3	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	0	23	0	0
6. Velma Latham	5/5/2016	2y	33-ALF	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	A	X	X	X	*	*	X	X	X	X	X	1	22	0	0

**X:** Enrolled/Present **A:** Absent **N:** Non-Reimbursable Days **NS:** Non-Scheduled Days **H:** Paid Holiday Days **T:** Terminated/Enrollment Ended **\*** Closed

By signing this form I certify that:

- I have examined this SR monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

**Authorized Electronic Signature**

**Full Name:**

☐ **Certify by electronic signature**

**Submission Date** 3/9/2019

## Submitted Attendance

Upon submission, the screen returns to the SR Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows "SUB" for submitted in the status column. This status will change as the child attendance is processed by the coalition.

SR Attendance Roster

Program Type: SR

School Readiness (SR)

Service Period: 8/1/2018 to 8/31/2018

Due Date: 9/6/2018

Coalition: ELC of the Big Bend Regic

Summary

Search:

1 to 6 of 6 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	Daphne Latham	3/3/2018	1y	BG8	SUB
2.	Fred Latham	3/3/2018	1y	BG8	SUB
3.	Scooby-Doo Latham	7/7/2015	3y	CCEP	SUB
4.	Scrappy-Doo Latham	8/8/2017	1y	CCEP	SUB
5.	Shaggy Latham	11/11/2014	4y	BG3	SUB
6.	Velma Latham	5/5/2016	2y	33-ALF	SUB

✓ Roster was submitted to ELC of the Big Bend Region on 3/9/2019 by alatham77+testcenters@gmail.com.

Care Level

Hours Of Operation

SR/Local Funding Students

Paid Holidays

INF, TOD, 2YR, PR3, PR4

M-F 6:00am-6:30pm

6

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

August 2018

Sun

Mon

Tue

Wed

Thu

Fri

Sat

29

30

31

1

2

3

4

Select a child from enrollees to edit attendance

## Rejected Attendance

Coalition staff may reject submitted attendance. In this case, the individual that submitted the roster will receive an email notification. Instructions are provided to log in to the Provider Services Portal, review the roster, make necessary changes to rejected records, and re-submit. The rejected child records are displayed at the top of the roster list in red and show "REJ" for rejected in the status column. Only records with "REJ" may be edited.

SR Attendance Roster

Program Type: SR

School Readiness (SR)

Service Period: 8/1/2018 to 8/31/2018

Due Date: 9/6/2018

Coalition: ELC of the Big Bend Regic

Summary

Search:

1 to 6 of 6 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	Fred Latham	3/3/2018	1y	BG8	REJ
2.	Daphne Latham	3/3/2018	1y	BG8	APP
3.	Scooby-Doo Latham	7/7/2015	3y	CCEP	APP
4.	Scrappy-Doo Latham	8/8/2017	1y	CCEP	APP
5.	Shaggy Latham	11/11/2014	4y	BG3	APP
6.	Velma Latham	5/5/2016	2y	33-ALF	APP

✗ This roster has rejected attendance from ELC of the Big Bend Region. Attendance was last submitted on 3/9/2019.

Care Level

Hours Of Operation

SR/Local Funding Students

Paid Holidays

INF, TOD, 2YR, PR3, PR4

M-F 6:00am-6:30pm

6

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

August 2018

Sun

Mon

Tue

Wed

Thu

Fri

Sat

29

30

31

1

2

3

4

Select a child from enrollees to edit attendance

To edit, click the name of a rejected record. Any absences previously recorded appear. Make changes as needed. After the last record is corrected, click **Save**. Then, click the **Submit to Coalition** button and continue to the *Sign & Certify* page. This time, the *Sign & Certify* page only shows the rejected records that are being re-submitted to the coalition. Complete the Authorized Electronic Signature portion and click Submit.

**Attendance - Sign and Certify**

<b>Funder Type</b> SR	<b>Service Period</b> 8/1/2018 to 8/31/2018	<b>Due Date</b> 9/6/2018	<b>Coalition</b> ELC of the Big Bend Region
<b>Provider ID</b> 9504	<b>Site</b> Florida ChildCare Center A	<b>Site Address</b> 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309	<b>County</b> Leon

Child Name	DOB	Age	Billing Group	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	A	X	H	N
1. Fred Latham	3/3/2018	1y	BG8	X	X	X	*	*	X	X	A	A	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	2	21	0	0

**X:** Enrolled/Present    **A:** Absent    **N:** Non-Reimbursable Days    **NS:** Non-Scheduled Days    **H:** Paid Holiday Days    **T:** Terminated/Enrollment Ended    **\*** Closed

By signing this form I certify that:

- I have examined this SR monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

**Authorized Electronic Signature**

Full Name: \*

☐ Certify by electronic signature \*

Submission Date 3/9/2019

**Submit**

Upon submission, the rejected "REJ" records appear on the roster as submitted "SUB."

## Approved Attendance

Coalition staff will continue to work submitted attendance until the records are approved for payment. Approved records appear on the attendance roster as "APP" for approved in the status column.

**SR Attendance Roster**

**Program Type:** SR    **School Readiness (SR)**    **Due Date:** 9/6/2018    **Summary**

**Service Period:** 8/1/2018 to 8/31/2018    **Coalition:** ELC of the Big Bend Regic

**This roster has rejected attendance from ELC of the Big Bend Region. Attendance was last submitted on 3/9/2019.**

**Care Level:** INF, TOD, 2YR, PR3, PR4  
**Hours Of Operation:** M-F 6:00am-6:30pm  
**SR/Local Funding Students:** 6  
**Paid Holidays:**

Search:

1 to 6 of 6 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Fred Latham	3/3/2018	1y	BG8	REJ
2. Daphne Latham	3/3/2018	1y	BG8	APP
3. Scooby-Doo Latham	7/7/2015	3y	CCEP	APP
4. Scrappy-Doo Latham	8/8/2017	1y	CCEP	APP
5. Shaggy Latham	11/11/2014	4y	BG3	APP
6. Velma Latham	5/5/2016	2y	33-ALF	APP

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

**Attendance Calendar**

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4

Select a child from enrollees to edit attendance

When records are paid by the coalition, the reimbursement details are posted on the Provider Portal under Attendance> Reimbursement Details.

**Attendance**    **Documents**

Manage VPK Attendance  
 Manage SR Attendance  
 Reimbursement Details