ELCMC Early Learning Coalition of Marion County, Inc.

Quick Guide to Attendance Screen

#1 – Attendance Code Description

Blank – Attendance needs to be Submitted
PND – Pending Parent Acceptance
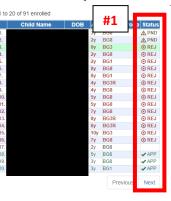SUB – Attendance Submitted
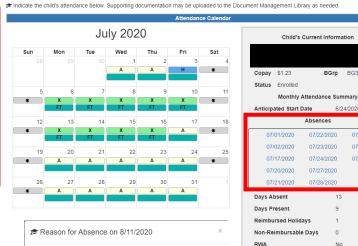REJ – Attendance Rejected
APP – Attendance Approved

#2 - Absences

Quick glance at the absences marked for a second review

#3 – Rejection Comment

This will indicate to you the reason why the child was rejected. Once you address the issue in the statement you can then resubmit the child (if applicable)

#4 – Absence Reason

Select an absence Reason

3 Absence's will be automatically paid

7 Absence's will be paid *IF* authorized documentation is uploaded

Due to Disaster coding – When OEL authorizes this code to be used for payment based on enrollments.

1) This code will be used for any children who do not show up for the entire month.
2) This code will be used for any children that attend but have absences greater than 3.

Created: August 11, 2020