

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.

1 to 20 of 91 enrolled

Child Name	DOB	Status
1. [Redacted]	2y BG8	△ PND
2. [Redacted]	2y BG8	△ PND
3. [Redacted]	2y BG3	⊙ REJ
4. [Redacted]	2y BG8	⊙ REJ
5. [Redacted]	2y BG1	⊙ REJ
6. [Redacted]	2y BG8	⊙ REJ
7. [Redacted]	2y BG1	⊙ REJ
8. [Redacted]	4y BG3R	⊙ REJ
9. [Redacted]	4y BG8	⊙ REJ
10. [Redacted]	5y BG8	⊙ REJ
11. [Redacted]	5y BG8	⊙ REJ
12. [Redacted]	7y BG8	⊙ REJ
13. [Redacted]	8y BG3R	⊙ REJ
14. [Redacted]	8y BG3R	⊙ REJ
15. [Redacted]	10y BG3	⊙ REJ
16. [Redacted]	7y BG8	⊙ REJ
17. [Redacted]	2y BG8	✓ APP
18. [Redacted]	5y BG8	✓ APP
19. [Redacted]	3y BG8	✓ APP
20. [Redacted]	3y BG1	✓ APP

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

Attendance Calendar

July 2020

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

Child's Current Information

Copay \$1.23 BGrp BG3

Status Enrolled

Monthly Attendance Summary

Anticipated Start Date 6/24/2020

Absences

07/01/2020	07/23/2020	07/29/2020
07/02/2020	07/23/2020	07/30/2020
07/17/2020	07/24/2020	07/31/2020
07/20/2020	07/27/2020	
07/21/2020	07/28/2020	

Days Absent 13

Days Present 9

Reimbursed Holidays 1

Non-Reimbursable Days 0

RWA No

Schedule Note N/A

Reject Reason Other

Reject Comment Please terminate child and resubmit attendance.

Reason for Absence on 8/11/2020

Reason * -- Select Reason --

Note -- Select Reason --

- Child Hospitalized
- Child Illness
- Death in Family
- Court Ordered Visitation
- Military Deployment
- Other Reason
- Enrolled/Non-Reimbursable Day
- Absence Due To Disaster

Attach your document

This will upload a copy of your document and store it in the document library management system. The upload process may take from several seconds to a minute, depending on the size of the document and speed of your internet connection.

Select a file to upload

Choose File No file chosen

Save Cancel