

Directions For Filling Out Attendance Meal Count Record

Teaching Staff

After you have received Attendance/Meal Count Record:

- Using a pencil, fill in all attendance codes for all children for the day (every enrolled child should have an attendance code filled in: E, U, N, P). For any absences, there should be a description of absence documented. See chart and definitions below
- At time of meal service, bubble in all meals eaten by all children (make sure bubble is completely filled)
- At the bottom of the form, next to "Teacher/Guest Meals", write in the number of meals eaten by teachers and guests
- At the end of each day, check record for completion. Make sure all writing and bubbling is legible. If you have to erase a bubble, please make sure it is erased entirely

Excused	Unexcused	Non-Scheduled
Appointment	No Show, No Call	NonSched: See Notes
BIOC: See Notes	Other: See Notes	NonSched: Lack of Staff
Court Ordered Visitation		NonSched: Positive Behavior Support – Plan of Action (PBS-POA)
Family Emergency: See Notes		
Other: See Notes		
Sick (see Keep Me Home chart)		
No Transportation		

Definition of Reason for Absence

Best Interest of Child (BIOC)

This reason is limited to 10 days per program year. Best Interest of Child (BIOC) days are considered excused absences. For example:

- Vacation/Out of town
- Stay home with visiting relatives
- Special time with friend
- Special event (i.e., birthday or religious holiday)
- Others clearly in the best interest of the child

Family Emergency: See Notes

This reason is used when a family is experiencing an unexpected emergency requiring the family members action that results in an absence. For example:

- Mom was called in to work and cannot bring child to school
- Family's pipes are frozen, and family cannot bring child to school
- Illness of sibling

- House fire
- Natural disasters
- Power shut offs
- Death of immediate family member

(Always document reason for Family Emergency in Attendance Notes in ChildPlus)

Sick:

Refer to the Health and Safety section of the Parent Handbook, under illness and daily health check for examples of illnesses.

If the enrolled child's parent is ill or has a medical emergency issue, this can be coded as "Sick" for the child.

Non-scheduled: See Notes

Is used when circumstances prohibit a child from attending class and the absence is directly related to a SHS issue or plan. For example:

- A child needs a special needs aide and SHS is in the process of hiring. If the child cannot attend until the special needs' aide is hired, we may use the Non-scheduled code for this absence.
- Special needs aide is absent/ill.
- Child has Positive Behavior Support – Plan of Action where the child is missing school days as part of a set plan.

(Always document reason for Non-scheduled in Attendance Notes in ChildPlus)

No Transportation

This code is used when an absence is related in any way to vehicle issues. For example:

- Family does not have gas or gas money
- Family's vehicle is not running
- Family has one vehicle, and one parent has the vehicle at work

Unexcused Absences

Examples:

- Child did not feel like coming to school and is feeling well
- Parent or child overslept
- Any absence not falling in the excused category