



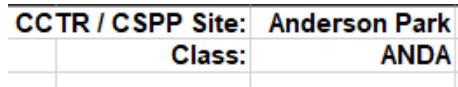
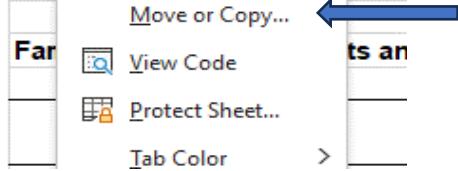
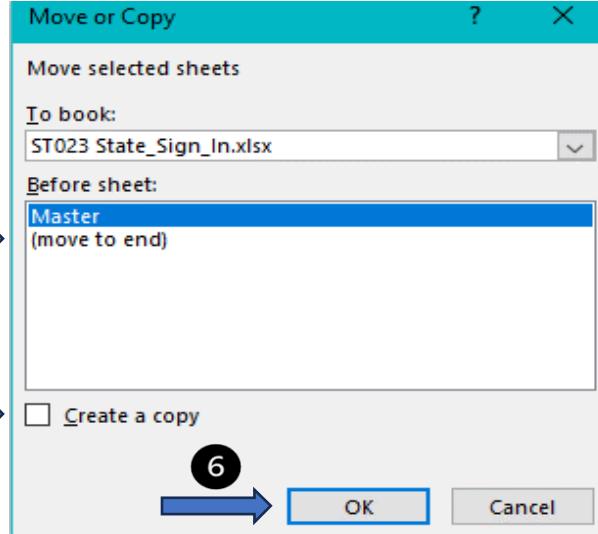
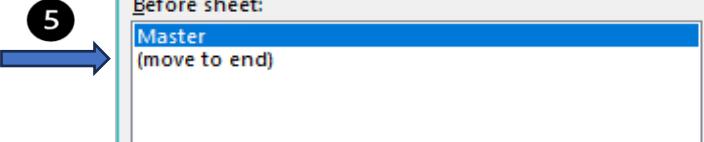
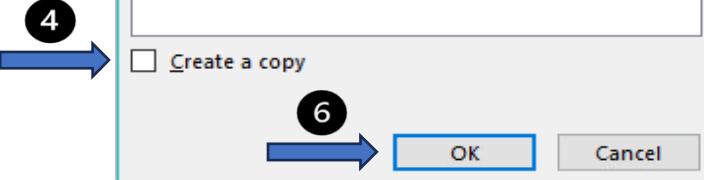
## **State Sign-In/Out Sheets Setup & Examples**

## State Sign In/Out Sheet Instructions

### Create Workbook

- Sign In/Out sheets are created in Excel
- Master file found at [M:\ Shared\\_files TEMP\ERSEA\Forms\ST023 State\\_Sign\\_In.xlsx](M:\ Shared_files TEMP\ERSEA\Forms\ST023 State_Sign_In.xlsx)
- Save to your center's state attendance folder
- Save as Master\_CenterName\_AttendancePY (e.g. Master\_Lake\_AttendancePY23-24)
- Weekly update required for Date/Month/Week information. Use Master sheet to update for all children in the workbook  
See *Weekly Updates* section

### Setup Sign In/Out Sheets for Class

1. Select your center name and class from drop down list.		Example: 
2. Right-click on <b>Master</b> tab		
3. Click on ' <b>Move or Copy</b> '		
4. Click the box to ' <b>Create a copy</b> '		
5. Click on ' <b>(move to end)</b> '		
6. Click ' <b>OK</b> '		

# State Sign In/Out Sheet Instructions

## Create Workbook Continued

7. Repeat step 2 through step 6 until you have as many sheets as you have slots Note: It may be easier to create separate workbooks for each class for CSPP
8. Rename tabs with the last name of enrolled children in alphabetical order by class
9. Click on each tab and fill in the corresponding Child's Name field at the top of each worksheet

Format: **Last Name, First Name** ***Please ensure child's name is spelled exactly as it is in ChildPlus.***

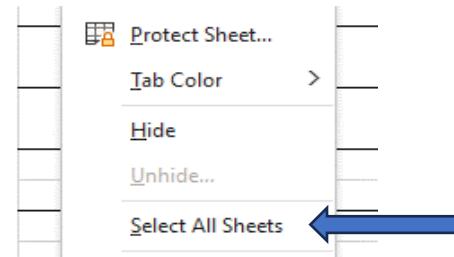
### Weekly Updates

- Weekly updates are usually done on Friday morning and printed for next week
- They need to be switched out for the current weeks sign-ins after all children have been picked up Friday afternoon to be available for sign-in on Monday morning
- Children can be added/deleted throughout the year as drops and new enrollments occur

1. Right-click on **Master** tab

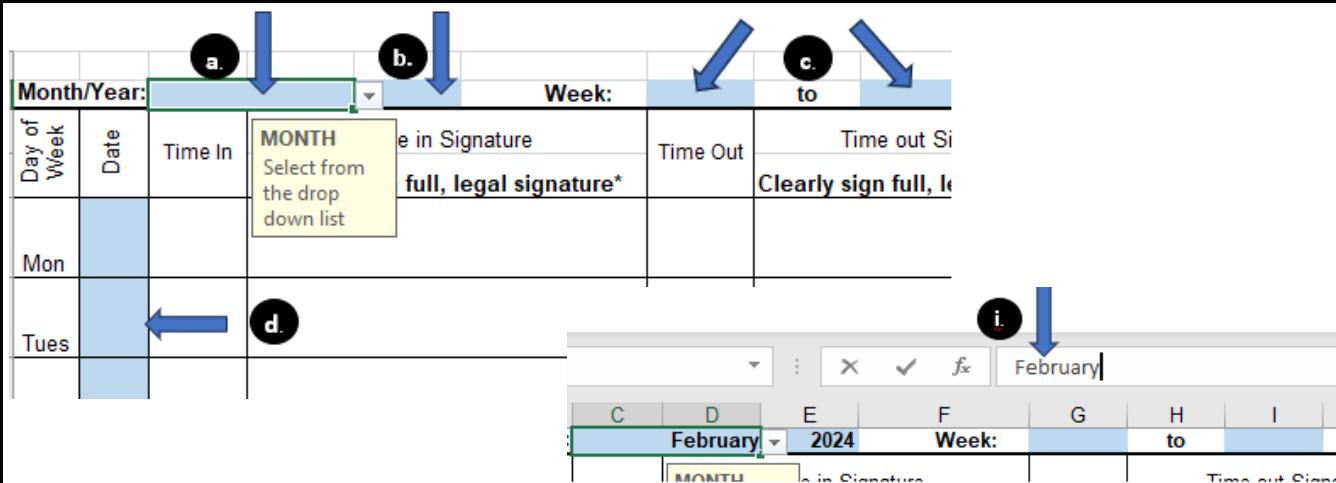


2. Click on '**Select All Sheets**'



3. Select from drop down lists and enter dates for the week

- a. Month
  - i. after selecting from drop down, click on formula bar at top then tap enter key
- b. Year
  - i. after selecting from drop down, click on formula bar at top then tap enter key
- c. Week
  - i. after selecting from drop down, click on formula bar at top then tap enter key
- d. Dates

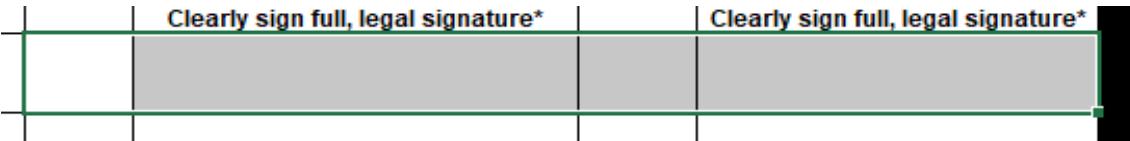
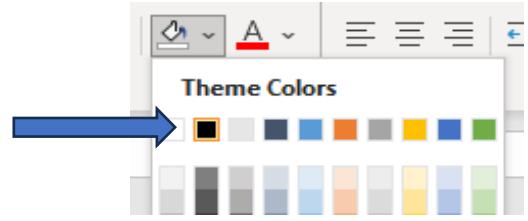
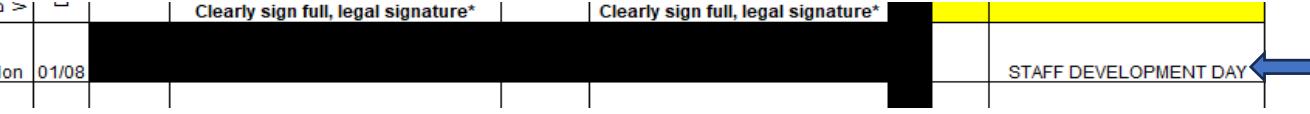
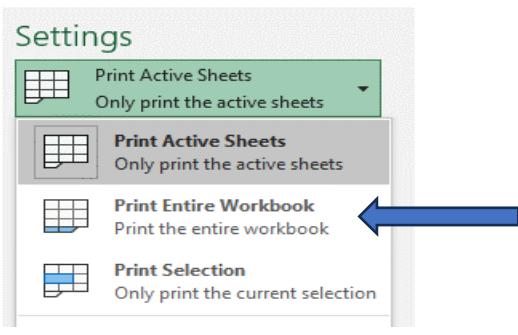


## State Sign In/Out Sheet Instructions

### Weekly Updates Continued

#### Important Step

- When preparing the next week's sign-ins, be sure to account for any non-school days (i.e., holidays, staff development day, days that fall in the prior month or upcoming month. By filling in the entire line with **BLACK**, it helps ensure that families are not signing in or out on a non-school day for that week.

4. Select cells by clicking and dragging your cursor	
5. Select <b>BLACK</b> as the fill color	
6. If it's a holiday or staff development day, enter in reason section	
7. Click on ' <b>File</b> ' in the top left of screen and select ' <b>Print</b> '	
8. Under Settings, select the drop down menu next to Print Active Sheets and select ' <b>Print Entire Workbook</b> '	
9. Click ' <b>Print</b> '	

# State Sign-In/Out Sheet Instructions

## In the Classroom

### 1. Person dropping off/picking up child(ren):

Time In	Time in Signature	Time Out	Time out Signature
	<b>Clearly sign full, legal signature*</b>		<b>Clearly sign full, legal signature*</b>

- a. Select proper date line
- b. Print Time In/Out Clearly - Use the exact time including minutes; 8:00 instead of just 8 or 8am (**No AM/PM**)
- c. **\*Sign Full, Legal Signature**

#### i. At Drop Off:

**If someone does not sign the child in, contact the parent/guardian(s) from the Emergency Card to come in immediately and sign the child in.**

#### ii. At Pick Up :

**If someone does not sign the child out:**

1. Staff must log the Time Out in the proper box
2. Put Staff initials in upper left corner of the Time Out signature box & circle it. Put a flag or a sticky note on the page to remind the parent that it needs to be signed

**3. Line must be signed by person dropping child off the next morning**

### 2. If child is Absent or the center/classroom is closed unexpectedly:

- a. Put a line through the signature fields for the day and write ABSENT or CLOSED so no one uses the line by accident the next day
- b. Staff Section for Absences and Closures:
- c. **Absences** - Use the appropriate code to log why the child is not present, a reason and staff FULL SIGNATURE (No Initials) If staff signature is not legible, please print name below signature [\*\*\(See Codes & Reasons Examples for an extended list of absence reasons\)\*\*](#)

Code	Reason & Signature

CP	Code	Reason, Explanation
E	OTH	Diet Order, Immunizations, Surgery, etc.
E	SCK	Sick - Parent or Enrolled Child Only
E	APT	Dr., Dentist, Court, Social Worker,etc.
E	FE	No Transportation, Sick Sib, No Power
E	BIOC	Best interest (Reason REQUIRED)
E	COV	Court Ordered Visit (Docs Required)
U	NSNC	No Show No Call
U	UN	Unexcused (Reason REQUIRED)
N	NON	Connections Program, Lack of Staff

- d. **Closures** - No code necessary. Please write the reason (i.e., Low Staff, PSPS closure days, etc.), sign (No Initials), and line through the day

#### i. If class is closed the entire week, this needs to be completed for every line on each child's sign in/out sheet

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clearly sign full, legal signature*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon							

**Class Closed - Low Staff  
Staff Signature Here**

#### ii. For closures, class is marked "Canceled" in ChildPlus.

# Attendance Codes and Common Reasons for Sign In/Out Sheet

CP	Code	What you would write under reason, explanation - Examples of common reasons	
E	OTH	Excused: Other	Waiting on Diet Order, Immunizations, or Medication; Surgery
E	COV	Court Ordered Visit	Court Ordered Visit (Court Documentation must be scanned to Court Docs & ERSEA_State)
E	SCK	Sick	Enrolled Child or Parent
E	APT	Appointment	Enrolled Child or Parent: Doctor Appointment, Dentist Appointment, Court Appointment, or Social Worker Visit
E	FE	Family Emergency	No Transportation, Sick Sibling, No Power, Death in Immediate Family, or Confidential (Enter reason under notes in CP)
E	BIOC	Best Interest of Child	Vacation, Visiting with Family, Funeral, or Family Occasion (graduation, reunion, religious/cultural)
U	NSNC	No Show, No Call	*No Further Explanation Needed
U	UN	Unexcused: Other	Parent didn't feel like bringing the enrolled child
N	NON	Not Scheduled	Lack of Staff or Connections Program ( <i>Low Staff CP Coding: Not Scheduled/NonSched: Lack of Staff</i> )

**Attendance sheets are considered official state documents.**

**DO NOT use white out or scratch/scribble out mistakes.**

**Line through and initial changes.**