

ABSENCE REASONS

Use the Absence Reasons on the left whenever possible. Use the “other” category only when the absence reason will not fit into any other category. Choose the reason from the drop-down menu and list the specifics in the notes section in ChildPlus.

ABSENCE REASON	EXAMPLES OF ITEMS IN THIS CATEGORY - THERE <u>CAN</u> BE OTHERS NOT MENTIONED HERE	U/E/N
Accidental Injury	Car crash, fall, burn, broken bone	E
Attends Other Program	When a child is shared with another program such as PALS	N
Appointment	Doctor, Dentist, WIC, Medicaid/PeachCare, DFCS - for any family member if it prevents child's attendance	E
Behavior	When a child is not in class due to behavior issues	N
Center Issue	When class is not held because of broken bus, heat, etc. when whole center is NOT closed.	N
Childhood Illness	Use ONLY for cases of diagnosed or suspected cases of mumps, measles, chicken pox, hand/foot/mouth disease, or fifth disease	E
Dental Issues	For toothache, dental surgery, etc. NOT for required dental exam.	E
Expired Immunization	When a child cannot attend because immunization is more than 30 days past due	U
Family Illness	For illness of any family member if it prevents child's attendance	E
Family Issues	Moving, court, domestic violence, in shelter, no water/electricity	E
Fever	Fever not related to another illness	E
Funeral/Death in Family	Any funeral or death that keeps the child from attending	E
Gasoline	Family could not afford gasoline to transport child	2 days-E Rest-U
Head Lice/Nits	Any day the child is sent home or kept home for lice/nits	2 days-E Rest-U
Kept Home	Use this when the parent says he/she just didn't send the child. Do NOT use this for when the child is not brought because siblings in public school are out. There is another code for that.	U
Late	Arrived too late to stay - or - kept out of class due to late notices	U
Missed Bus	Not in time to catch bus	U
Moving	Family moving from one house to another.	2 days-E Rest-U
No Contact	Unable to talk with parent - not home, incorrect phone number, etc.	U
No Transportation	Broken car, no one to ride with, etc. This is NOT for when the HS/EHS bus breaks. Code that to Center Issue	2 days-E Rest-U
Other	Use ONLY when absence reason does not fit any other category. If you use “other,” you must enter the exact reason in the notes section.	Based on Reason
Overslept	Parent or child overslept	U
Parental Visit	This is court ordered visitation - not just because parent wanted to keep child home that day	E

ABSENCE REASON	EXAMPLES OF ITEMS IN THIS CATEGORY - THERE <u>CAN</u> BE OTHERS NOT MENTIONED HERE	U/E/N
Pink Eye	Diagnosed or suspected	E
Public School Out	Use this when the public schools are out but HS/EHS is not. This is NOT excused, except for teen moms <u>in high school</u> . For all others it is unexcused when they choose to keep children home on days public schools are out.	U Preg HS Mom - E
Releases	Child not allowed to attend because of insufficient valid release people	U
Seizures	Any problem related to a child having seizures	E
Shared Custody	When a child spends equal time with parents in different counties	N
Skin Rash	Any skin rash that is not diagnosed as another disease	E
Stomach Problems	Diarrhea, vomiting, stomach ache, stomach virus, food poisoning	E
Surgery/Hospital Stay	When parent, child, sibling, other relative has surgery/ is in the hospital	E
Upper Respiratory	Use when child has sore throat, strep, bronchitis, pneumonia, cough, cold, flu, ear ache, ear infection, asthma, allergies	E
Vacation/Out of Town	Use when the child is on vacation or otherwise out of town with the family. This is NOT for Court Ordered visitation. That is another code. DO NOT USE THIS IF YOU JUST DON'T KNOW WHY THE CHILD WAS OUT!	E-up to 10 days per school year
Weather	Use when weather causes parent transportation problems.	E if widespread U if not

Below is a list of the codes to be used on the Daily Attendance and Meals Worksheet CP#2315.

CODE	DEFINITION
S	Initial START date (to be used only at original enrollment)
R	RE-ENROLLMENT (to be used when a child returns after being terminated)
I	Transferred INTO classroom
O	Transferred OUT of classroom
T	TERMINATED (replaces withdrawn or dropped)
P	Present (Present with no meals/or Physical/Dental/Consultant appt that Head Start requires)
N	Non Scheduled
E	Excused
U	Unexcused
B	Breakfast
L	Lunch
P	PM Snack