

Help Center

Just a click away!



Attendance

e-book

ChildPlus
Desktop



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childplus.com

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The Help Center and Agency Customization

The articles in the Help Center and videos in the Learning Library are based on the default setup of ChildPlus and assume full security access to all platforms, modules, features and fields. If you cannot find or access a feature referenced in an article, be aware that your agency's specific customization of ChildPlus determines:

- Your access to each platform
- Your access to specific modules or features
- Security or location restrictions for your level of access to ChildPlus
- Whether a module or feature has been turned on
- Which fields are available in each module
- The content of drop-down fields

Contact your ChildPlus administrator to verify your security access and the availability of a feature referenced in an article.

If you are a ChildPlus administrator and need to configure security access or turn on a feature, see [User Security Groups](#) or [contact us](#) for additional assistance.

Help Center Updates and ChildPlus Platforms

The Help Center is continually updated to reflect the current version of ChildPlus. Ensure that you are using the [latest version of ChildPlus](#) and referencing an article for the appropriate ChildPlus platform. Instructions for modules often differ between ChildPlus Online and ChildPlus Desktop and are unique for the Attendance App.

- To find out which version of ChildPlus you are using, see [About ChildPlus](#).
- For more information about the different platforms and how to access them, see [Platform Comparison](#).
- To learn about the differences between the modules in ChildPlus Desktop and ChildPlus Online, see [Module Comparison](#).

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Attendance

The **Attendance** module provides a way to view and edit individual **Attendance** records, including:

- Create a record of attendance follow-up
- Customize defaults for attendance and meals
- View statistics for individual participants

History, Follow-Ups, Defaults

Use **History, Follow-Ups, Defaults** to view attendance statistics and edit details for each participant. You can also record follow-ups and manage each participant's CACFP information and participation days and meal defaults.

Attendance Follow-Up

Use this section to track follow-ups and assign a default staff member responsible for each participant's follow-ups.

Assign a Staff Member

ChildPlus Desktop

To assign a default staff member in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Services >> Attendance >> Attendance Follow-Up**.
2. Select a staff member.
3. Save.




When you add a follow-up, ChildPlus will populate the **Responsible Staff** field with the selected staff member by default.

Add a New Follow-up

ChildPlus Desktop

To add a follow-up in ChildPlus Desktop:

- 1. Go to **ChildPlus Desktop >> Services >> Attendance >> Attendance Follow-Up**.
- 2. Click **Add Follow Up**.
- 3. Complete the **fields**.

Field	Description
Due Date	Enter the due date for the follow-up ChildPlus populates this field with the current date by default
 Follow-Up	Select a reason for the follow-up
Responsible Staff	Select the staff member responsible for the follow-up ChildPlus populates this field with the assigned staff member by default
Completed	Enter the date the follow-up was completed
Notes	Enter any additional details about the follow-up



ChildPlus administrators can configure the settings for this field in **ChildPlus Desktop >> Setup >> System Setup >> [Customize Dropdown Choices](#)**.

- 4. Save.


Attendance Summary

Use this section to view an individual participant's attendance statistics and filter attendance records by date.

ChildPlus Desktop

To view a participant's attendance statistics in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Services >> Attendance >> Attendance Details**.
2. Complete the [fields](#).

Field	Description
Show attendance between	Enter the first and last dates to display attendance records for
 with attendance code	Select the attendance codes to display



ChildPlus administrators can configure the settings for this field in **ChildPlus Desktop >> Setup >> System Setup >> [Customize Dropdown Choices](#)**.

3. Click **Refresh**.



ChildPlus administrators can configure how attendance codes count in **ChildPlus Desktop >> Setup >> System Setup >> System Preferences >> ADA**.

Attendance History

Use this section to view and edit an individual participant's attendance records, filter the records displayed in the grid and set defaults for CACFP information, participation days and meal counts.




Edit an Attendance Record

Use this section to edit attendance records for an individual participant.

ChildPlus Desktop

To edit an attendance record in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Services >> Attendance >> Attendance Details**.
2. Complete the [fields](#).

Field	Description
 Attendance	Select the participant's attendance status
 Absence Reason	If the participant was absent, select an absence reason
Meals	Select the participant's meals
Arrive	Enter the participant's arrival time
Departure	Enter the participant's departure time
 CACFP	Select the participant's CACFP status
Notes	Enter any additional details about the attendance record



ChildPlus administrators can configure the settings for these fields in **ChildPlus Desktop >> Setup >> System Setup >> Customize Dropdown Choices**.

3. Save.



ChildPlus administrators can configure security privileges for locked records in **ChildPlus Desktop >> Setup >> Security >> User Security Groups**.

Grid Settings

Use **Grid Settings** to filter the information displayed in a participant's **Attendance History**.

[ChildPlus Desktop](#)

To filter the **Attendance Details** grid in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Services >> Attendance >> Attendance Details**.
 2. Check or uncheck the following options:
 - **Show Meals**
 - **Show Time in Grid**
 3. To show or hide notes in the grid, click **Show Notes** or **Hide Notes**.
 4. ChildPlus will retain the filter for meals and times until you change it.
-

Attendance Defaults

Use **Attendance Defaults** to set defaults for CACFP information, participation days and meal counts for individual participants.



ChildPlus administrators can enable tracking for CACFP information, participation days and meals in **ChildPlus Desktop >> Setup >> Agency Configuration >> Program Info**.

ChildPlus Desktop

To set attendance defaults in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Services >> Attendance >> CACFP Information and Participation Days and Meals**.
2. Complete the [fields](#).

Field	Description
CACFP Date	Enter the date that you want to use to determine the participant's eligibility for the CACFP
CACFP Income	Enter the income amount you want to use to determine the participant's eligibility for the CACFP
Per	Select the interval at which CACFP Income is determined
CACFP Status	Select the participant's CACFP status
Days this Person Normally Attends	Select the days the participant normally attends class ChildPlus populates this information based on the settings for the classroom in ChildPlus Desktop >> Setup >> Agency Configuration >> Program Info >> Classrooms >> Operating Days and Hours
Meals this Person Normally Eats	Select the meals the participant normally receives ChildPlus populates this information based on the settings for the classroom in ChildPlus Desktop >> Setup >> Agency Configuration >> Program Info >> Classrooms >> Meals Served

3. Save.

Entry Express - Attendance

Entry Express - Attendance provides a way to record attendance and meal counts for participants in a classroom. You can also use this module to:

- Record attendance and meal counts for an entire classroom
- Modify meals, arrival times and departure times for an entire classroom
- Track non-participant meals
- Record attendance for multiple days
- Customize closures for multiple locations and dates

Record Attendance and Meal Counts


Use **Entry Express - Attendance** to record attendance and meal counts for an entire classroom. You can record attendance for past, present and future dates.

1. Go to **ChildPlus Desktop >> Entry Express >> Attendance**.
2. Select an **Agency, Site** and **Classroom**.



The **Agency** field is only available if you have access to more than one agency in ChildPlus.

3. Use the calendar to select the **date** that you want to record attendance for.

Date Color	Description
Green	The classroom status is Open and attendance has been recorded
Black	The classroom is scheduled to be open and attendance has not yet been recorded
Bold Black	The classroom is not open and has one of the following statuses: <ul style="list-style-type: none">• Closed• Holiday• Teacher Workday• Canceled
Red	Saturday or Sunday
 Gray	The attendance record is locked



Users with the appropriate security privileges can edit locked attendance records. For more information, see [Locking](#).





ChildPlus administrators can configure access to locked records in **ChildPlus Desktop >> Setup >> Security >> User Security Groups**.

4. Use the default **Classroom Status** or select a different status.



ChildPlus administrators can configure the default **Classroom Status** in **ChildPlus Desktop >> Setup >> System Setup >> System Preferences >> Attendance >> Entry Express**.

5. Record each participant's **attendance and meals**.

Field	Description
 Attendance Status	<p>Select an attendance status to assign to each participant</p> <p>Participants marked as Tardy are counted as Present in all attendance counts and on the following reports:</p> <ul style="list-style-type: none"> • Report 2301 - Average Daily Attendance • Report 2305 - Monthly Attendance • Report 2310 - Daily Attendance by Classroom • Report 2315 - Daily Attendance and Meals Worksheet • Report 2320 - Individual Attendance • Report 2330 - Consecutive Absences
Absence Reason	Select an absence reason for participants who are not present
 Meals	Select the meals each participant received for the day
 Arrival Time	Enter the participant's arrival time if it is different from the classroom default
 Departure Time	Enter the participant's departure time if it is different from the classroom default
Attendance Notes	Enter any additional details about each participant's attendance



ChildPlus administrators can configure attendance codes in **ChildPlus Desktop >> Setup >> System Setup >> Customize Dropdown Choices >> Attendance Code (Individual Attendance)**.

ChildPlus administrators can configure attendance and meal defaults in **ChildPlus Desktop >> Setup >> Agency Configuration >> Program Info >> Classrooms**.

6. Select a participant's name to go to their individual attendance record and [add follow-up](#).
7. Click **Classroom Notes** to enter any additional details about the entire classroom.
8. Click **Non-Participant Meals** to track any meals served to people not enrolled in the classroom, such as a visitor, parent or sibling.
9. Save.



ChildPlus displays attendance and meal count totals for each day at the end of each appropriate column.

Change Settings for an Entire Classroom

Use this feature in **Entry Express - Attendance** to modify meals, arrival times and departure times for an entire classroom. This feature can be useful in situations where a classroom opens late or closes early due to a holiday, inclement weather or a teacher workday.

1. Go to **ChildPlus Desktop >> Entry Express >> Attendance**.
2. Select an **Agency, Site** and **Classroom**.



The **Agency** field is only available if you have access to more than one agency in ChildPlus.

3. Use the calendar to select the date that you want to record attendance for.
4. Click **Setup**.
5. Select each meal or time to modify.
6. Select a new value for each selected field.



For example, if the classroom closed early and participants were not served lunch, then you would select **Lunch** and set its new value to **Uncheck All Participants**. Then select **Departure Time** and set its new value to **11:00**.

7. Click **Apply to Participants**.



To apply these settings to other classrooms, open each classroom you want to apply the settings to and click **Apply**.

Set Classroom Status for Multiple Classrooms and Days

Use this feature in **Entry Express - Attendance** to set a classroom's status for multiple days. This feature can be useful if you have an upcoming teacher workday or school closing and want to change the status for multiple classrooms and dates at the same time.

1. Go to **ChildPlus Desktop >> Entry Express >> Attendance**.
2. Click **Set Classroom Status for Multiple Classrooms and Days**.
3. Select a status to assign to the classroom.
4. Select the date(s) to assign the status for.
5. Click **Add Date(s) to List**.
6. Select the **Agencies, Sites** and **Classrooms** to set the status for.
7. Enter any notes to apply to all selected locations.
8. Click **Set Classroom Status**. ChildPlus displays a message confirming the status and number of days.
9. Click **OK**.
10. Click **Cancel** to exit the utility.

Attendance Data Entry Monitoring

Use this feature to run **Report 2303 - Attendance Data Entry Monitoring** directly from **Entry Express Attendance**. This report displays monthly attendance completion status.

1. Go to **ChildPlus Desktop >> Entry Express >> Attendance**.
2. Click **Attendance Data Entry Monitoring Report**. ChildPlus opens the report in the **Reports** module.
3. Run the report.

Cancel, Undo or Delete Attendance Data

Entry Express >> Attendance

Use these options in **Entry Express - Attendance** to correct data entry errors when adding attendance data.

Button	Description
Cancel Add	Cancel your changes before saving a new attendance record This option is only available when you are adding a new attendance record (a day where attendance has never been recorded)
Undo Changes	Undo any changes made to an attendance record since the last time it was saved
Delete	Delete an attendance record for a specific date