

Policy and Procedure Manual

Service Area	Eligibility, Recruitment, Selection, Enrollment and Attendance
Title (Policy Name)	Attendance
Policy Number	ERSEA - 17
Policy Description	Procedures for entering Head Start attendance into the COPA data management program
Performance Standard reference	1305.8 (a)(b)(c)
Program Applicability	Head Start <u> X </u> Early Head Start <u> </u> Pre-K Counts <u> </u>

Procedure

- A. Entering attendance into COPA will be performed on a daily basis by Head Start Staff using the following steps:
1. Staff person will log on to COPA.
 2. Locate your site and click on attendance.
 3. Click on the pencil icon next to "Child and Meal Attendance".
 4. For all Non-Class Days (Mondays, Holidays, Closures) scroll down to the Status box, click on the drop down box and select "Non-Class Day".
 5. Class day attendance:
 - (a) Click on the box above the letter "A"
 - (b) Uncheck the children who are absent
 - (c) To keep track of the meal count, click on the icon above the corresponding meal (B=Breakfast, L=Lunch, S=Snack)
 - (d) Uncheck the children who did not eat a meal or snack
 - (e) When finished, click on the "Update Meal Count" tab at the bottom of the screen.
 6. On the next screen mark the reason for the absence:
 - (a) Click on the drop down box next to the absent child's name.

- (b) Select the reason.
 - (1) The letter and reason are the same on both COPA and the “Record of Absence” form and must match.
 - (2) The default reason is K-Non Scheduled Day
 - (c) Click on “Follow-Up” and select how you were notified of the absence.
 - (d) Click on “Comment” and type in the description/detail of the absenteeism.
7. For any child who is “Present Off-Site”, mark the child as absent, select the Reason as “Present Off-Site” which will automatically place a red number “1” in the attendance page and will match the “Daily Attendance and Meal Count Record” form.

B. Cross checking COPA and the Daily Attendance & Meal Count Record

- 1. Prior to sending the “Daily Attendance and Meal Count Record” and the Record of Absences” at the end of each month they are required to be cross checked with COPA.
- 2. Report 201 in COPA is utilized for cross checking the “Daily Attendance And Meal Count Record and the Record of Absences”. Utilize the following steps to access Report 201:
 - (a) Reports Tab
 - (b) Select Report 201
 - (c) Select the appropriate month and year
 - (d) Check the box display Abs.Codes
 - (e) Select Jefferson-Clarion Head Start
 - (f) Select center
 - (g) Select teacher
 - (h) Filter

C. Managing Drops and New Enrollments

- 1. When a child is a drop or new enrollment the Family Services Worker will Enter the date in COPA and give the Teacher the date to use on the “Daily Attendance and Meal Count Record”.
- 2. In COPA the dropped child’s name will be in black and no information can Be activated or data entered for that child.
 - (a) There may be a short period of time from when a drop occurs and the Family Services Worker enters the data in COPA.
- 3. The date of any new enrollments or drops can be located in COPA by:
 - (a) Bringing up the screen entitled “Children”.
 - (b) Scroll to the bottom of the screen and locate on the left side any new “Enrollments occurring in the last 30 days”.
 - (c) On the right side is “Transitions occurring in the last 30 days”, or “Drops”. (COPA used the language terminated)