



1 to 20 of 91 enrolled

#1

Child Name	DOB	Age	Billing Group	Status
1. Hannah Lewis	10/25/2016	3y	BG8	△ PND
2. Jackson Lewis	7/2/2015	2y	BG8	△ PND
3. Benjamin Anderson	12/25/2019	0y	BG3	○ REJ3
4. Kimiah Corbin	10/05/2017	2y	BG8	○ REJ3
5. kimiah Corbin	10/05/2017	2y	BG1	○ REJ3
6. kimora Corbin	11/4/2011	8y	BG8	○ REJ3
7. kimora Corbin	8/14/2011	8y	BG1	○ REJ3
8. EZEKIEL HAY	32/09/16	4y	BG3R	○ REJ3
9. RASHAUN MCAROW JR.	6/10/2016	4y	BG8	○ REJ3
10. Sophia Mchant	10/19/2014	5y	BG8	○ REJ3
11. ARIYANA MILES	3/27/2015	5y	BG8	○ REJ3
12. Tyonna Miles	10/26/2012	7y	BG8	○ REJ3
13. NATALIE PINE	10/26/2012	7y	BG3R	○ REJ3
14. Tanner Pine	9/15/2013	6y	BG3R	○ REJ3
15. CAROLYN TATE	7/19/2010	10y	BG3	○ REJ3
16. Jordan Taylor	8/27/2012	7y	BG8	○ REJ3
17. Jackson Lewis	7/9/2018	2y	BG8	○ REJ3
18. JAZMYNE Ash McCowan	9/6/2014	5y	BG8	✓ APP
19. TYLER Ash MCCOWAN	6/20/2017	3y	BG8	✓ APP
20. Imani Baker	1/22/2017	3y	BG1	✓ APP

#2

#2

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 A	29 A	30 A	31 A	1 A	2 A	3 A
4 A	5 FT	6 FT	7 FT	8 A	9 A	10 A
11 A	12 FT	13 FT	14 FT	15 A	16 A	17 A
18 A	19 A	20 A	21 A	22 A	23 A	24 A
25 A	26 A	27 A	28 A	29 A	30 A	31 A

#3

#3

Child's Current Information

Name

Benjamin Anderson

DOB

12/5/2019

Age

0

Copy

\$1.23

BGrp

BG3

Status

Enrolled

Monthly Attendance Summary

Anticipated Start Date

6/24/2020

Absences

07/01/2020	07/22/2020	07/29/2020
07/02/2020	07/23/2020	07/30/2020
07/17/2020	07/24/2020	07/31/2020
07/20/2020	07/27/2020	
07/21/2020	07/28/2020	

Days Absent

13

Days Present

9

Reimbursable Holidays

1

Non-Reimbursable Days

0

RWA

No

Schedule

N/A

Reject Reason

Other

Reject Comment

Please terminate child and resubmit attendance.

#4

Reason for Absence on 8/11/2020

Jade Colon Echeverria

Reason

-- Select Reason --

-- Select Reason --

Child Hospitalized

Child Illness

Death in Family

Court Ordered Visitation

Military Deployment

Other Reason

Enrolled/Non-Reimbursable Day

Absence Due To Disaster

Note

remaining.

Attach your document

This will upload a copy of your document and store it in the document library management system. The upload process may take from several seconds to a minute, depending on the size of the document and speed of your internet connection.

Select a file to upload

Choose File

No file chosen

Save

Cancel

***Note:** Provider agrees to submit all required attendance records to Coalition on or before the third (3rd) business day of each month. If the due date falls on a holiday, Provider agrees to submit all required attendance records to Coalition on the preceding business day. Records submitted late will be processed and paid in the next open payment cycle.

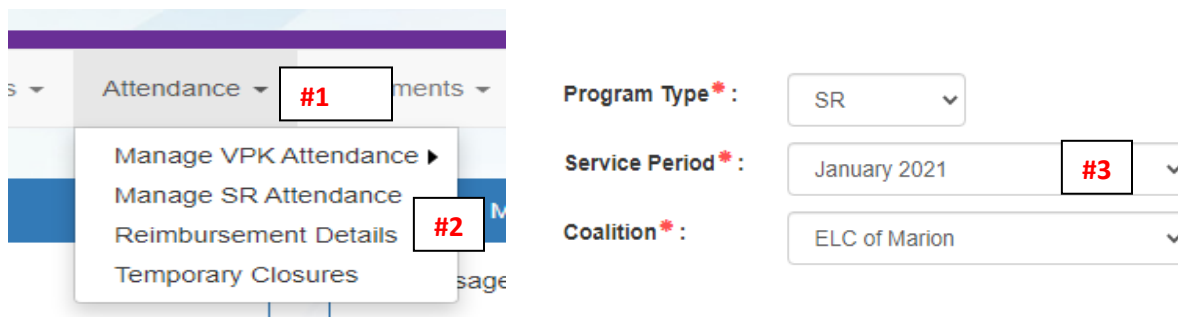
This code will be used for Individual SR Class closures.

Quick Guide to Attendance Submission

PURPOSE: How to complete attendance for each child enrolled. **IMPORTANT:** Before starting attendance make sure the following three steps have been completed. 1) **Accept all new enrollments** (See [How To: Accept-Reject Enrollment directions](#)). 2) **Submit all termination requests** for any children who are no longer enrolled. 3) **Submit any Temporary Closure request** (See [How To: Temporary Closure directions](#))

From the provider dashboard

1. Click on the **Attendance Tab**
2. Click on **Manage SR Attendance**
3. Click on the **Service Period** drop down and select the correct service month to work on
4. Click on the **child name** to record attendance (child name will be highlighted in green. The calendar will populate each day defaulted with a X = present, * = Provider Closed/Temporary closure or H = Holiday)
5. Click on the **X** to change attendance to absent



1 to 3 of 3 enrolled

	Child Name	DOB	Age	Billing G	Status
1.			10y	BG8	PND
2.			5y	BG8	PND
3.			8y	BG8	PND
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Previous Next

Indicate the child's attendance below. Supporting documentation may be uploaded to the

Attendance Calendar						
January 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
					H	*
3	4	5	6	7	8	9
*	X PT	X PT	X PT	X PT	X PT	*
10	11	12	13	14	15	16
*	X PT	X PT	X PT	X PT	X PT	*
17	18	19	20	21	22	23
*	H	X PT	X PT	X PT	X PT	*
24	25	26	27	28	29	30

Quick Guide to Attendance Submission

6. A pop-up box will appear to record the absence
 - a. Click on the drop down to select the **Absent reason**
 - b. Click in the **Note Box** to type in a comment to support the absence
 - c. Click on the **Chose File** box to upload any supporting documentation
 - d. Click **Save**

RULE 6M-4.500

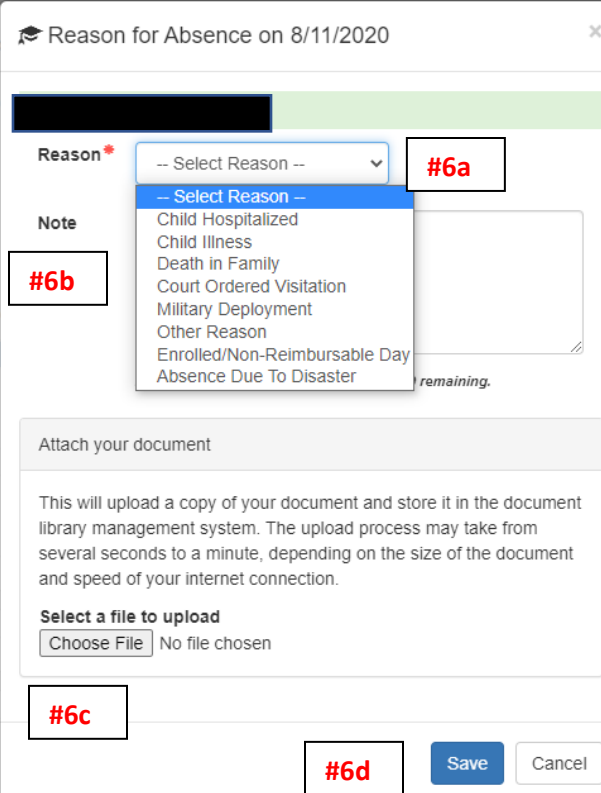
(4) Absences.

- (a) Reimbursement shall be **authorized for no more than three (3) absences** per calendar month per child except in the event of extraordinary circumstances in which case the coalition or its designee shall document approval for payment based on written documentation provided by the parent justifying the **excessive absence for up to an additional seven (7) days**. Extraordinary circumstances **does not include vacation or recreational time**.

Examples of extraordinary circumstances include the following:

1. Hospitalization of the child or parent with appropriate documentation (i.e., doctor's note, hospital admission),
2. Illness requiring home-stay as documented (doctor's note, parent statement),
3. Death in the immediate family with appropriate documentation (i.e., obituary, death certificate, parent statement),
4. Court ordered visitation with appropriate documentation (i.e., court order), or
5. Unforeseen documented military deployment or exercise of the parent(s) (i.e., military orders of deployment, reserve duty),

- (b) Total monthly reimbursed absences shall **not exceed ten (10) calendar days**.



Reason for Absence on 8/11/2020

Reason * -- Select Reason --

Note

Chose File

Save Cancel

Attach your document

This will upload a copy of your document and store it in the document library management system. The upload process may take from several seconds to a minute, depending on the size of the document and speed of your internet connection.

Select a file to upload

Choose File No file chosen

****All Absences beyond 10 should be marked "Enrolled / Non-Reimbursable Day"**

Quick Guide to Attendance Submission

7. Complete this process for every child on the attendance roster based on the parents signature on the Sign In / Sign Out sheet (SISO).

IMPORTANT: The SISO MUST match the attendance submitted and certified to the coalition.

8. To submit attendance, Click on the **green button** at the bottom right side of the screen

9. Review the summary of the attendance that is being submitted

10. Complete your **Full Name** just the way it is in the portal

11. Click the box next to **Certify by Electronic Signature**

12. Click **Submit**

#8

Save

Save & Exit

Cancel

Submit to Coalition

By signing this form I certify that:

- I have examined this SR monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature

#10

#11

☐ Certify by electronic signature*

Submission Date

1/23/2021

↓

Submit

#12

Cancel

Updated: June 1, 2024

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