

# How to Verify if Your Attendance Has Been Completed for a Month:

Step 1:

The screenshot shows the top navigation bar with the following items: Attendance, Entry Express, Management, Performance Panel, Reports, Services, Setup, and To-Do List. The 'Reports' tab is circled in red. Below the navigation bar is a search bar labeled 'Search Reports (F4)'. A red arrow points from the search bar to a callout box. The main content area displays a list of reports with columns for Favorite (star icon), Number, Name, and Category. The reports listed are:

Favorite	Number	Name	Category
☆	1006	Responsible Staff (Grid)	Administration
☆	1007	Criminal Background (Grid)	
☆	1008	Terminated Personnel (Grid)	
☆	1009	User Information (Grid)	
☆	1010	Site and Classroom Listing	Administration
☆	1010E	Site and Classroom Program Term Setup (Grid)	Administrative
☆	1010F	Classroom Program Term Setup (Grid)	Administrative
☆	1011	Inactive Locations (Grid)	Administration
☆	1013	Family Application Taken By (Grid)	Administration

1. When you first open Child Plus, you will see the Dashboard tab - Click on the "Reports" tab

Step 2-3:

The screenshot shows the 'Reports' tab selected in the navigation bar. The search bar contains the text '2305' and is circled in red. A red arrow points from the search bar to a callout box. The report list below shows one result: '2305 Monthly Attendance', which is highlighted in grey. The star icon next to the report number is also circled in red, with a red arrow pointing to a callout box.

2. Use the search bar and type 2305. This will pull up the 2305 Monthly Attendance report

Quick Tip. You can click on this star to favorite this report making it easier to find!

3. Click on report "2305 - Monthly Attendance"

Step 4-6:

2305 - Monthly Attendance ☆

Filter Participants by

Program Term	2024-2025 School Term
Location	All
Enrollment Status	All
Flag/Group	Not Filtered
Program Option	All

Other Filters and Options

Time Frame	1 Month Starting 8/24
Formatting	
Report Type	Detail

5. Make sure that the "Site" is listed as All. You only have access to your center so this will ensure the report is run for all of your classrooms

4. Make sure that the "Program Term" is on the correct school year

6. Make sure that you are running the report for the month and year you want to look at attendance for

[Individuals](#) [View](#) [Close](#)

Step 7:

2305 - Monthly Attendance ☆

Filter Participants by...

Program Term	2024-2025 School Term
Location	All
Enrollment Status	All
Flag/Group	Not Filtered
Program Option	All
Responsible Staff	All
Custom Filter	Not Filtered

Other Filters and Options

Time Frame	1 Month Starting 8/24
Formatting	
Report Type	Detail

7. Click "View" in order to see the attendance report

[Individuals](#) [View](#) [Close](#)

Step 8-9:

11 Participants		S	SU	M	TU	W	TH	FR	SA	SU	M	TU	W	TH	FR	SA	SU	M	TU	W	TH	FR	SA	Present	Monthly	Enroll	Drop						
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24			25	26	27	28	29	(Open 19 days)
Belgrave, Joshua Jr	4			P	P	P	P	P			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P	19	100	8/19/19	
Bennett, Gaiyah	4			P	P	P	P	P			P	P	P	P	A			H	P	P	A	A			P	P	P	P	P	16 / 19	84%	8/20/19	
Chatman, Nylah	4			P	P	A	A	P			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P	17 / 19	89%	8/20/19	
Harris, Houston	4			P	P	P	P	P			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P	19	100	8/19/19	
Harrison, Landon	4			P	A	P	P	A			P	A	A	P	A			H	P	P	P	P			P	P	P	P	A	13 / 19	68%	2/3/20	
Johnson, Preston	4			P	P	P	P	P			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P	19	100	8/19/19	
Leysath, Amya	4			A	A	A	A	A			A	A	A	P	A			H	P	P	A	P			P	P	P	P	P	9 / 19	47%	2/1/20	
Quattlebaum, Zariyah	4			P	P	P	P	P			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P	19	100	8/19/19	
Ransom, Legend	4				P	P	P	A			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P	17 / 18	94%	2/4/20	
Strickland Hough, Rose	4			A	A	P	A	A			A																			1 / 6	17%	1/9/20	2/10/20
Tabor, Journee	4			A	P	P	P	P			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P	18 / 19	95%	8/19/19	
Present				7	8	9	8	7			9	8	8	10	7				10	10	8	9			10	10	10	10	9	Classroom:			2
Pct. Present				70	73	82	73	64			82	80	80	100	70				100	100	80	90			100	100	100	100	90	86%			
Not Present				3	3	2	3	4			2	2	2		3						2	1							1				

8. Review attendance, make sure it is accurate. Please complete any missing attendance that your center may have. Your center will not be paid for any missing attendance.