



Early Learning
Coalition of the
Big Bend Region



OFFICE OF
Early Learning
LEARN EARLY. LEARN FOR LIFE.

Provider Portal School Readiness Attendance Webinar

May 2019

Webinar Etiquette

- If you cannot hear us, adjust your computer audio, or use your phone to dial in to the phone number in your registration email

How To Join The Webinar

Fri, May 10, 2019 10:00 AM - 11:00 AM EDT

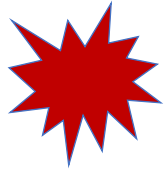
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1. Click the link to join the webinar at the specified time and date:

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Webinar ID: 434-095-371

Webinar Etiquette

- All lines are muted.
- We will take general questions after the presentation. If you have specific scenarios, we will be unable to answer those questions. Please contact your Financial Analyst for assistance with specific issues.
- Download the Provider Portal User Guide, Enrollment Correction Form, and a copy of this presentation in the handouts section of the webinar.
- The presentation will be posted on www.elcbigbend.org at Providers>Provider Portal

Completing School Readiness Attendance in the Provider Portal

1. Log in to your provider portal account at providerservices.floridaearlylearning.com

Your Provider Dashboard will display.

The screenshot displays the Provider Portal dashboard for the Office of Early Learning. The header includes the logo and the tagline "LEARN EARLY. LEARN FOR LIFE.". The navigation menu includes Home, Business, Profile, Contracts, Enrollments, Attendance, Documents, and Admin Functions. The user is logged in as "Hello sheath@elcbigbend.org!".

The dashboard is divided into several sections:

- Common Tasks:**
 - Manage Sites:** [Manage All Sites](#)
 - Manage Users:** [Manage All Users](#)
 - Manage VPK Applications and Contracts:**
 - [VPK Provider Application](#)
 - [Manage VPK Instructors, Calendars, and Classes](#)
 - [Statewide VPK Provider Contract](#)
 - [VPK Contract Amendment](#)
 - Manage SR Contracts:**
 - [Statewide SR Provider Contract](#)
 - [SR Contract Amendment](#)
- Broadcast Messages:** No messages to display.
- Coalition Messages:** No notifications or alerts to display.
- Provider Site Summary:**

Business name:	A LITTLE HEAVEN'S CHILD CARE - APAL
Doing business as:	A LITTLE HEAVENS LLC I
Provider ID:	6554
License number:	C02LE0308
SSN / Federal ID number:	271557917
- Frequently-Used Links:**
 - [Bright Beginnings](#)
 - [Core Competencies](#)
 - [DCF Provider Training](#)
 - [Early Learning Performance Funding Project](#)
 - [Provider Portal User Guide](#)
 - [VPK Provider Readiness Rate Website](#)

2. From the Dashboard select 1) the Attendance button in the ribbon menu, then 2) the manage SR Attendance button from the drop-down menu.

The screenshot displays the Provider Portal dashboard. The top navigation bar includes a home icon and several menu items: Home, Business, Profile, Contracts, Enrollments, Attendance, and Documents. The 'Attendance' menu item is highlighted with a yellow circle and the number '1'. A dropdown menu is open under 'Attendance', showing three options: 'Manage VPK Attendance', 'Manage SR Attendance', and 'Reimbursement Details'. The 'Manage SR Attendance' option is highlighted with a yellow circle and the number '2'. The main content area is divided into two columns. The left column contains a 'Common Tasks' section with several sub-sections: 'Manage Sites' (with a link to 'Manage All Sites'), 'Manage Users' (with a link to 'Manage All Users'), 'Manage VPK Applications and Contracts' (with links for 'VPK Provider Application', 'Manage VPK Instructors, Calendars, and Classes', 'Statewide VPK Provider Contract', and 'VPK Contract Amendment'), and 'Manage SR Contracts' (with links for 'Statewide SR Provider Contract' and 'SR Contract Amendment'). The right column features a 'Broadcast Messages' section with the text 'No messages to display.' and a 'Provider Site Summary' section with the following details:

Business name:	Cathy's Fun Castle
Doing business as:	Cathy's Fun Castle
Provider ID:	8969
License number:	151515161616
SSN / Federal ID number:	151515161616

3. The SR Attendance screen will display as below. The screen will default to the current service period.

SR Attendance Reviewer

Program Type: SR

Service Period: 3/1/2019 to 3/31/2019

Coalition: ELC of Escambia

Search:

School Readiness (SR)

Due Date: 4/5/2019

[Summary](#)

⚠ Attendance has NOT been submitted to ELC of Escambia.

Care Level: INF, TOD, 2YR, PR3, PRA, PR5, SCH

Hours Of Operation: M-F 8:30 am-3:00pm

SR/Local Funding Students: 41

Paid Holidays:

1 to 20 of 41 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Fredo Baggins	1/10/15	4y	BG2	△ PND
2. Jerry Beck	3/28/2016	3y	BG6	△ PND
3. Jonny Beck	3/27/2014	5y	BG6	△ PND
4. DD Dizzle	5/20/16	8y	BG6	△ PND
5. Kaylee Packard	3/15/2012	7y	BG1	△ PND
6. monique rhonda	5/16/2017	1y	BG1	△ PND
7. khysse robinson	12/25/2015	3y	BG2	△ PND
8. daytona smith	4/23/2013	5y	BG2W	△ PND
9. dena smith	12/29/2016	2y	BG1	△ PND
10. Mary Smith	6/18/2017	1y	BG2W	△ PND
11. July Siro	4/20/15	3y	BG3	△ PND
12. Mario Willowtree	5/28/2014	4y	BG1	△ PND
13. OCEAN BABE	5/31/2016	3y	BG3	
14. Melissa J Child 1	1/1/2016	3y	BG3	
15. Monique Child 1	1/1/2016	3y	BG3W	
16. Melissa J Child 2	1/1/2017	3y	BG3R	
17. Monique Child 2	1/1/2017	2y	BG3W	
18. Nina Child 2	1/1/2017	2y	BG3	
19. Melissa J Child 3	1/1/2016	1y	BG3W	
20. Monique Child 3	1/1/2016	1y	BG3W	

[Previous](#) [Next](#)

⚠ Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	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	30
31	1	2	3	4	5	6



Select a child from enrollees to edit attendance

Save
Save & Exit
Cancel
Submit to Coalition

X	Enrolled/Present
A	Absent
NS	Non-Reimbursable/Non-Scheduled Days
H	Paid Holiday Days
T	Terminated/Enrollment Ended
●	Closed
	Attendance has not started


4. A message regarding pending payment certificates may display. This message will appear when children have an unsigned payment certificate in the system. To remove this message, have the parent log in to their Family Portal account and sign the certificate.

If the certificate is not signed, attendance can still be marked. This message will continue to display until the parent signs the certificate.

 Pending Payment Certificate(s) 

You have one or more attendance rosters that are still **Pending Parent Acceptance**.

Please remind parent/guardian to log in to the Family Portal to electronically sign and accept their payment certificate for funding.



5. Complete and submit the attendance in order of service period, starting with July 2018. To change the service period, select the desired period from the Service Period drop down menu.



SR Attendance Roster

Program Type*: SR

Service Period*:

3/1/2019 to 3/31/2019
 2/1/2019 to 2/28/2019
 1/1/2019 to 1/31/2019
 12/1/2018 to 12/31/2018
 11/1/2018 to 11/30/2018
 10/1/2018 to 10/31/2018
 9/1/2018 to 9/30/2018
 8/1/2018 to 8/31/2018
 7/1/2018 to 7/31/2018

Coalition*: SR

School Readiness (SR)

Due Date: 4/5/2019

Summary

Attendance has NOT been submitted to ELC of Escambia.

Care Level: INF, TOD, 2YR, PR3, PR4, PR5, SCH

Hours Of Operation: M-F 6:00am-6:00pm

SR/Local Funding Students: 41

Paid Holidays

1 to 20 of 41 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Frodo Baggins	1/1/2015	4y	BG3	⚠ PND
2. Jerry Beck	2/28/2016	3y	BG8	⚠ PND
3. Jonny beck	3/27/2014	5y	BG8	⚠ PND
4. DD Dizzle	5/5/2018	0y	BG8	⚠ PND
5. Kaylee Packard	2/15/2012	7y	BG1	⚠ PND
6. monique rhonda	5/16/2017	1y	BG1	⚠ PND
7. khycoe robinson	12/25/2015	3y	BG3	⚠ PND
8. dorrynn smith	4/23/2013	5y	BG3W	⚠ PND
9. idea smith	12/20/2016	2y	BG1	⚠ PND
10. Mary Smith	6/18/2017	1y	BG3W	⚠ PND
11. July Sino	4/5/2015	3y	BG3	⚠ PND
12. Marie Willowtree	5/30/2014	4y	BG1	⚠ PND
13. OCEAN BABE	5/31/2016	2y	BG3	
14. Melissa J Child 1	1/1/2016	3y	BG8	
15. Monique Child 1	1/1/2016	3y	BG3W	
16. Melissa J Child 2	1/1/2017	2y	BG3R	
17. Monique Child 2	1/1/2017	2y	BG3W	
18. Nina Child 2	1/1/2017	2y	BG8	
19. Melissa J Child 3	1/1/2018	1y	BG3W	
20. Monique Child 3	1/1/2018	1y	BG3W	

☞ Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	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	30

Select a child from enrollees to edit attendance



6. To mark attendance, select a child from the roster on the left of the screen. The roster is listed in alphabetical order by the child’s last name. The exception are records with unsigned parent payment certificates. These children will display first to remind you that parent certificates need to be signed.

Once a child is selected, the calendar will populate all days as attended. You will then change any days the child did not attend to the appropriate absence or enrollment code. Please enter data carefully and check it for accuracy. The system is designed to automatically save between children. You can select the Save button between each child to verify the absences are saved.

1 to 20 of 47 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	Frodo Baggies	1/1/2015	4y	BG3	△ PND
2.	Jerry Beck	3/28/2016	3y	BG8	△ PND
3.	Jonny Beck	3/27/2014	5y	BG8	△ PND
4.	DD Dizzle	3/5/2018	8y	BG8	△ PND
5.	Kaylee Packard	2/15/2012	7y	BG1	△ PND
6.	monique thosda	5/18/2017	1y	BG1	△ PND
7.	khycee robinson	12/25/2015	3y	BG3	△ PND
8.	dayton smith	4/23/2013	5y	BG3W	△ PND
9.	dena smith	12/26/2016	2y	BG1	△ PND
10.	Mary Smith	8/18/2017	1y	BG3W	△ PND
11.	July Smo	4/5/2015	3y	BG3	△ PND
12.	Marie Willowtree	5/31/2014	4y	BG1	△ PND
13.	OCEAN BABE	5/31/2016	2y	BG3	
14.	Melissa J Child 1	1/1/2015	3y	B88	
15.	Monique Child 1	1/1/2015	3y	BG3W	
16.	Melissa J Child 2	1/1/2017	2y	BG3R	
17.	Monique Child 2	1/1/2017	2y	BG3W	
18.	Nina Child 2	1/1/2017	2y	B88	
19.	Melissa J Child 3	1/1/2018	1y	BG3W	
20.	Monique Child 3	1/1/2018	1y	BG3W	

Previous Next

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

July 2018

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

⏪ Prev
⏴ Prev & Cell
⏵ Cancel
➤ Submit & Continue

Child's Current Information

Name Melissa J Child 1
DOB 1/1/2015 **Age** 3
Copay \$1.40 **BGrp** B88
Status Enrolled

Monthly Attendance Summary

Anticipated Start Date 6/5/2018
Days Absent 0
Days Present 21
Reimbursed Holidays 0
Non-Reimbursable Days 0



7. Icon Legend & Definitions/Holiday Errors

X	Enrolled/Present
A	Absent
NS	Non-Reimbursable/Non-Scheduled Days
H	Paid Holiday Days
T	Terminated/Enrollment Ended
*	Closed
	Attendance has not started

X: Enrolled/Present	Can be changed from Enrolled/Present to Absent
A: Absent	All days are now marked as an Absence with "A". "E" days will not be displayed.
NS: Non-reimbursable/Non-scheduled days	The child is not scheduled to attend this day. This can be change if the child attends.
Paid Holiday Days	These are the approved reimbursable holidays in your SR Contract. Dates cannot be changed.
Terminated/Enrollment ended	These dates cannot be changed. If a termination was reported in error, contact your Financial Analyst.
Closed	These dates cannot be changed. You entered these closures in your Provider Profile.
Attendance has not started	These dates cannot be changed. The child wasn't eligible to attend this day but has an authorized start date later in the service period.

When entering absences, you must select a reason for the absence from the “Reason” menu. If you select "Other" as the reason, you cannot move forward until you type an explanation or description of the reason for absence in the Note section.

“E” days will be the three absences that do not have supporting documents. For example, if a child is absent on the 1st and 15th and does not have documentation for those absences, and is also absent on the 4th, 5th, and 6th but has a doctor’s note for those days, the 1st and 15th would be paid as “E” days. “E” days can happen at any point in the reimbursement period depending on what supporting absence documentation a provider submits.

You cannot terminate a child; terminations should be submitted on the Enrollment Correction Form and emailed to Finance@elcbigbend.org. This form is a handout you can download from your webinar control panel and has also been emailed out to all providers as an attachment to the notification that you may begin entering School Readiness attendance in the statewide portal.

Upload all supporting documentation for absences in the “Attach your document” section.

Your attendance submission will be rejected by your Financial Analyst if you do not submit documentation of absences and sign in/out sheets.



Reason for Absence on 2/1/2019

Reason * -- Select Reason --

Note

Max length allowed is 500 characters: 500 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

8. Once the absences have been marked for each child for the entire service period, click the Submit to Coalition button under the calendar. Attendance will not be submitted by child but by service period. Please do not submit until absences have been marked for every child on the service period's roster.



The following error message will display regarding late submission. Please disregard this message as the ELC and OEL are aware that attendance is late.

 Submit Attendance

1. The due date for this service period has passed.
Late attendance records may be processed in the next reporting period.
2. There are no absences recorded, are you sure you want to submit attendance?

Clicking **Continue** will move to Sign & Certify.

9. The attendance sign & certify page will display.

Miscellaneous - Sign and Certify

Provider Type: 001
 Provider ID: 0000
 Service Period: 7/1/2019 to 7/31/2019
 Site: Cally's Fun Center
 Due Date: 8/1/2019
 Condition: ILC of Escambia
 Site Address: 3000 W FACE BLVD STE 2000VLD PENINSULA, FL 32506
 County: Escambia

Child Name	DOB	Age	Enroll Date	Enroll Time	Enroll Day	Enroll Status	Enroll Reason	Enroll Date	Enroll Time	Enroll Day	Enroll Status	Enroll Reason	Enroll Date	Enroll Time	Enroll Day	Enroll Status	Enroll Reason	Enroll Date	Enroll Time	Enroll Day	Enroll Status	Enroll Reason	
1. Octavia	8/1/2018	2y	8/01	8:00	Mo	X																	
2. Freda	5/19/15	4y	8/01	8:00	Mo	X																	
3. Jerry	2/20/18	2y	8/01	8:00	Mo	X																	
4. James	3/23/18	1y	8/01	8:00	Mo	X																	
5. Melissa	J Child 11/1/2018	2y	8/01	8:00	Mo	X																	
6. Montagu	CMC1 5/1/2018	3y	8/01	8:00	Mo	X																	
7. Melissa	J Child 11/1/2018	2y	8/01	8:00	Mo	X																	
8. Montagu	CMC2 5/1/2018	2y	8/01	8:00	Mo	X																	
9. Hana	Child 2 5/1/2017	2y	8/01	8:00	Mo	X																	
10. Melissa	J Child 11/1/2018	2y	8/01	8:00	Mo	X																	
11. Montagu	CMC1 5/1/2018	3y	8/01	8:00	Mo	X																	
12. Hana	Child 3 5/1/2018	1y	8/01	8:00	Mo	X																	
13. Tashia	Child 2 5/1/2018	1y	8/01	8:00	Mo	X																	
14. DE	Child 5/1/2018	2y	8/01	8:00	Mo	X																	
15. DE	Child 5/1/2018	1y	8/01	8:00	Mo	X																	
16. Joseph	Child 5/1/2018	1y	8/01	8:00	Mo	X																	
17. John	John 4/1/2018	1y	8/01	8:00	Mo	X																	
18. Eric	Eric 11/1/2018	1y	8/01	8:00	Mo	X																	
19. Casey	Casey 11/1/2018	1y	8/01	8:00	Mo	X																	
20. Yan	Yan 11/1/2018	1y	8/01	8:00	Mo	X																	
21. John	John 11/1/2018	1y	8/01	8:00	Mo	X																	
22. Mary	Mary 11/1/2018	1y	8/01	8:00	Mo	X																	
23. David	David 11/1/2018	1y	8/01	8:00	Mo	X																	
24. Tina	Tina 11/1/2018	1y	8/01	8:00	Mo	X																	
25. Tracy	Tracy 11/1/2018	1y	8/01	8:00	Mo	X																	
26. Benjamin	Benjamin 11/1/2018	1y	8/01	8:00	Mo	X																	
27. Gustav	Gustav 11/1/2018	1y	8/01	8:00	Mo	X																	
28. Tasha	Tasha 11/1/2018	1y	8/01	8:00	Mo	X																	
29. Taylor	Taylor 11/1/2018	1y	8/01	8:00	Mo	X																	
30. CMC	CMC 11/1/2018	1y	8/01	8:00	Mo	X																	
31. CMC	CMC 11/1/2018	1y	8/01	8:00	Mo	X																	
32. CMC	CMC 11/1/2018	1y	8/01	8:00	Mo	X																	
33. Kayla	Kayla 11/1/2018	1y	8/01	8:00	Mo	X																	
34. Montagu	Montagu 11/1/2018	1y	8/01	8:00	Mo	X																	
35. Myquon	Myquon 11/1/2018	1y	8/01	8:00	Mo	X																	
36. Myquon	Myquon 11/1/2018	1y	8/01	8:00	Mo	X																	
37. Myquon	Myquon 11/1/2018	1y	8/01	8:00	Mo	X																	
38. John	John 11/1/2018	1y	8/01	8:00	Mo	X																	
39. John	John 11/1/2018	1y	8/01	8:00	Mo	X																	
40. John	John 11/1/2018	1y	8/01	8:00	Mo	X																	
41. John	John 11/1/2018	1y	8/01	8:00	Mo	X																	
42. John	John 11/1/2018	1y	8/01	8:00	Mo	X																	
43. Operation	Operation 11/2014	1y	8/01	8:00	Mo	X																	
44. Howard	Howard 11/2014	1y	8/01	8:00	Mo	X																	
45. Howard	Howard 11/2014	1y	8/01	8:00	Mo	X																	
46. Howard	Howard 11/2014	1y	8/01	8:00	Mo	X																	
47. Howard	Howard 11/2014	1y	8/01	8:00	Mo	X																	

By signing this form I certify that:

- I have reviewed this (S) 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 updated to the Document Library.

Authorized Electronic Signatures

Full Name:

Certify by electronic signature

Submission Date: 2020/11




This screen shows you a summary of the data you have entered for each child. Please review this carefully to ensure all data is correct. You can print this screen for your records. If a mistake is found, you can cancel. When you cancel you are directed back to the attendance roster for the current month. You will need to change the service period back to the one you want to correct. Make the correction and then click the Submit to Coalition button again.

If the attendance is correct, sign and certify, then click the green submit button. You will be directed back to the current attendance roster.




















You will receive an email confirmation when the roster has been submitted. This email is automated and comes from the Portal. If you have questions, please contact your Financial Analyst. Do not reply to the automatically generated email from the Portal.



10. If you review the submitted School readiness attendance roster, you will notice that children are listed in green text with a  SUB status. Children will remain in the status until the roster has been processed or rejected.

Verification of submission can also be found to the right of the page in the blue box.

1 to 20 of 41 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	OCEAN BABE	5/31/2016	2y	BG3	 SUB
2.	Frodo Baggins	1/1/2015	4y	BG3	 SUB
3.	Jerry Beck	2/28/2016	3y	BG8	 SUB
4.	Jonny beck	3/27/2014	5y	BG8	 SUB
5.	Melissa J Child 1	1/1/2016	3y	BG8	 SUB
6.	Monique Child 1	1/1/2016	3y	BG3W	 SUB
7.	Melissa J Child 2	1/1/2017	2y	BG3R	 SUB
8.	Monique Child 2	1/1/2017	2y	BG3W	 SUB
9.	Nina Child 2	1/1/2017	2y	BG8	 SUB
10.	Melissa J Child 3	1/1/2018	1y	BG3W	 SUB
11.	Monique Child 3	1/1/2018	1y	BG3W	 SUB
12.	Nina Child 3	1/1/2018	1y	BG8	 SUB
13.	Topeka Child 3	1/1/2018	1y	BG8	 SUB
14.	DD Dizzie	5/5/2016	2y	BG8	 SUB
15.	DD Dizzie	5/5/2016	0y	BG8	 SUB
16.	adam Jen	6/5/2017	1y	BG8	 SUB
17.	Eve Jen	11/14/2015	3y	BG8	 SUB
18.	Cassey Jenn	12/29/2015	3y	BG8	 SUB
19.	Tim jenn	2/14/2011	8y	BG8	 SUB
20.	John Joe	7/18/2017	1y	BG3W	 SUB

Previous [Next](#)

✓ Roster was submitted to ELC [REDACTED] on 3/28/2019 by [REDACTED]

Care Level INF, TOD, 2YR, PR3, PR4, PR5, SCH

Hours Of Operation M-F 6:00am-6:00pm

SR/Local Funding Students 41

Paid Holidays



11. If there are issues with the attendance records, they will be rejected by your Financial Analyst. If your records are rejected, you will receive an automated email from the Portal reporting these issues to you.

You will then need to log in to your account and return to the School Readiness attendance roster for the

rejected period. You will see the rejected records are in red text with a  REJ status.

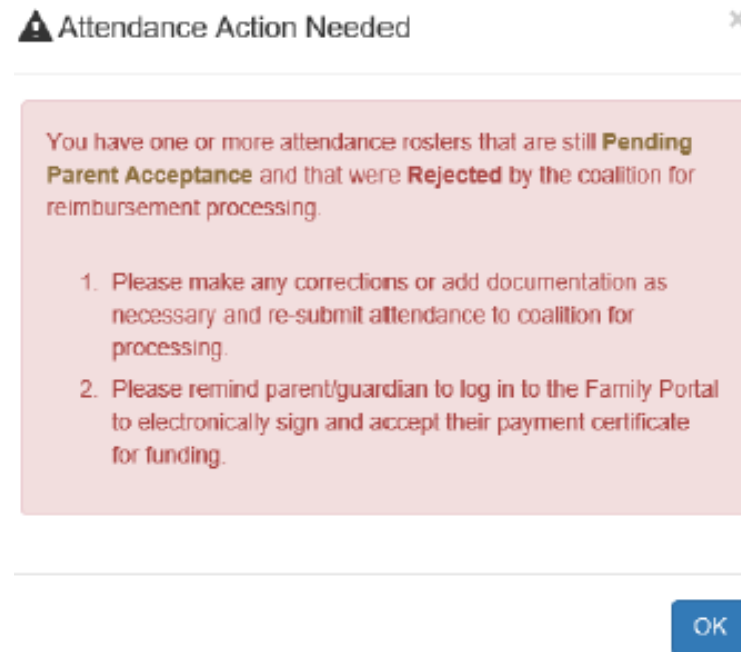
1 to 20 of 41 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	OCEAN BABE	5/31/2016	2y	BG3	⊗ REJ
2.	Frodo Baggins	1/1/2015	4y	BG3	⊗ REJ
3.	Jerry Beck	2/28/2016	3y	BG8	⊗ REJ
4.	Jonny beck	3/27/2014	5y	BG8	⊗ REJ
5.	Melissa J Child 1	1/1/2016	3y	BG8	⊗ REJ
6.	Monique Child 1	1/1/2016	3y	BG3W	⊗ REJ
7.	Melissa J Child 2	1/1/2017	2y	BG3R	⊗ REJ
8.	Monique Child 2	1/1/2017	2y	BG3W	⊗ REJ
9.	Nina Child 2	1/1/2017	2y	BG8	⊗ REJ
10.	Melissa J Child 3	1/1/2018	1y	BG3W	⊗ REJ
11.	Monique Child 3	1/1/2018	1y	BG3W	⊗ REJ
12.	Nina Child 3	1/1/2018	1y	BG8	⊗ REJ
13.	Topeka Child 3	1/1/2018	1y	BG8	⊗ REJ
14.	DD Dizzle	5/5/2016	2y	BG8	⊗ REJ
15.	DD Dizzle	5/5/2018	0y	BG8	⊗ REJ
16.	adam Jen	6/5/2017	1y	BG8	⊗ REJ
17.	Eve Jen	11/14/2015	3y	BG8	⊗ REJ
18.	Casey Jenn	12/25/2015	3y	BG8	⊗ REJ
19.	Tim Jenn	2/14/2011	8y	BG8	⊗ REJ
20.	John Joe	7/18/2017	1y	BG3W	⊗ REJ

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The “Attendance Action Needed” error message will display.



Rejected records can be corrected. Only the records with issues will be rejected.

Once you have made corrections please resubmit your roster.

For assistance with attendance, please contact your Financial Analyst.

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Questions?