

Caldwell County Attendance Sheet Instructions

List child in alphabetical order, age, parent name, and primary plan of care. Plan of care codes are listed at the bottom of the attendance sheet.

Follow codes on Attendance Sheet – *See simplified new codes

1. List primary plan of care.
2. \ = Present A=Absent
3. School agers primary plan of care will be (B/S, A/S, or B/A) with
 \ = Present or A =Absent. F= Full day.
4. **C=Closed** *DSS will pay the 10 closed holiday or vacation days you requested that private paying parents pay.
5. **U=Unscheduled closing** List reason and if private paying parents pay you for the unscheduled closing. DSS must approve.
7. Office Use only= leave blank.
8. **Joint Custody**= if parent has joint custody with the other parent, list J under plan of care with time, example, JF =joint full care. Under dates, list M=mom days and D=dad days.

Remember to Report changes to the child care worker. Notify the worker if the child attends Head Start or NCPREK program. If you have questions, please call Kathy Whittington at 426-8236.