Instructions for Completing the 2305 Attendance Report in ChildPlus

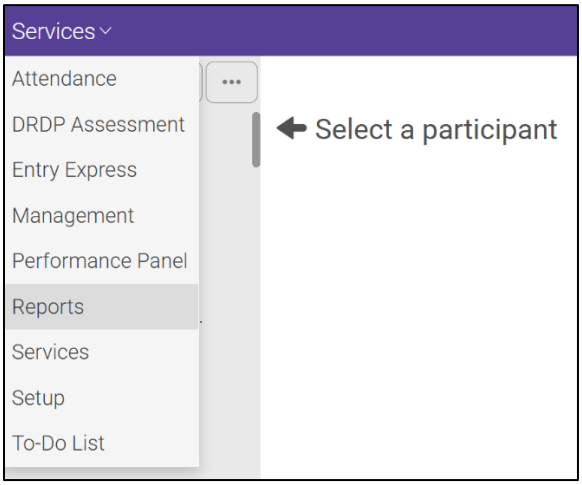
January 2025

Step 1: Log into ChildPlus

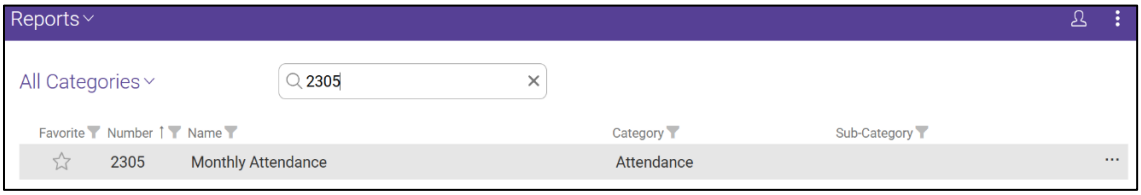
1. Open the **ChildPlus Online** platform: https://app.childplus.com/FourC/login
2. Enter your **username** and **password**, then click **Login**.

Step 2: Access the 2305 Attendance Report

1. From the **Main Menu**, select **Reports**.



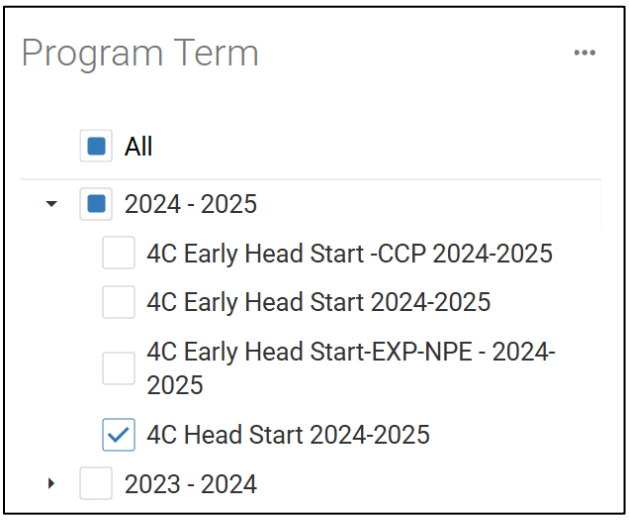
2. In the search bar, type **2305** and select **2305 – Attendance Report** from the dropdown list.



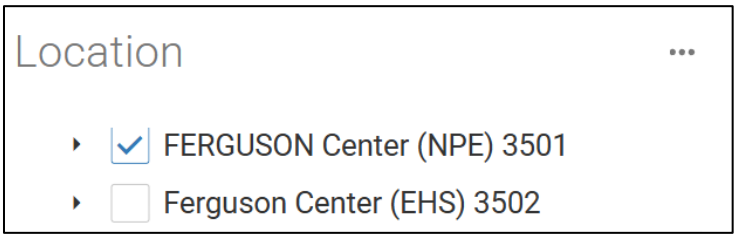
3. Click **the report** to proceed to the settings page.

Step 3: Configure Report Settings

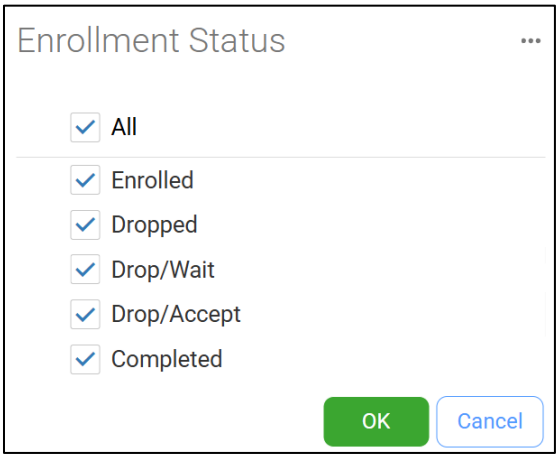
1. **Select Program(s):** Choose your program (e.g., Head Start, Early Head Start, CCP).



2. **Select Location(s):** Select your location (e.g., Altamonte, Ferguson, Lawton, Midway, etc.).

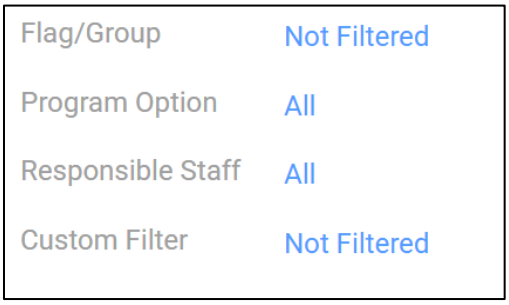


3. **Select Enrollment Status**: "All"

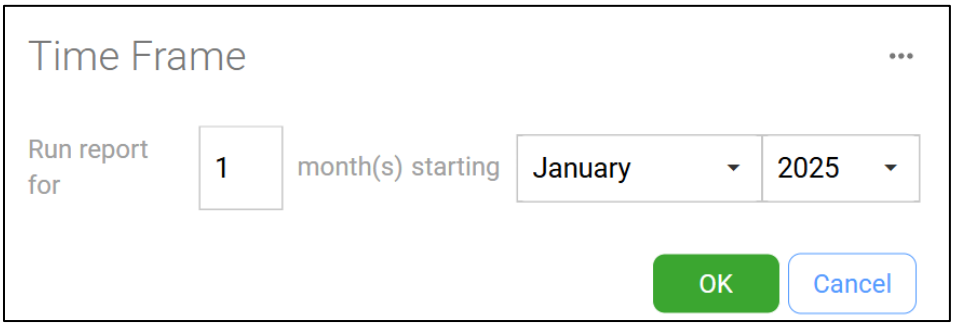


4. Leave **Flag/Group** as "Not Filtered:
5. Leave **Program Option** as "All"
6. Leave **Responsible Staff** as "All"

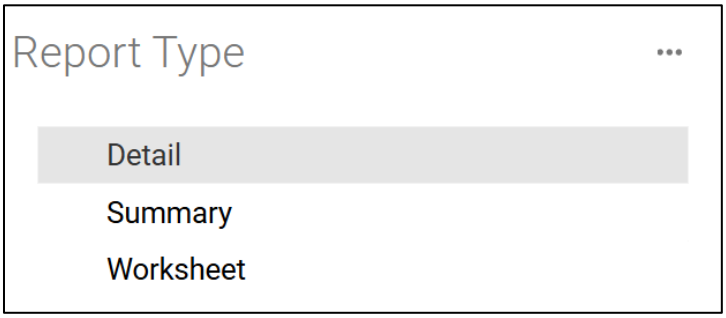
7. Leave **Custom Filter** as "Not Filtered"



8. **Select Time Frame:** Choose the specific date range for the report. This is typically for the previous month.



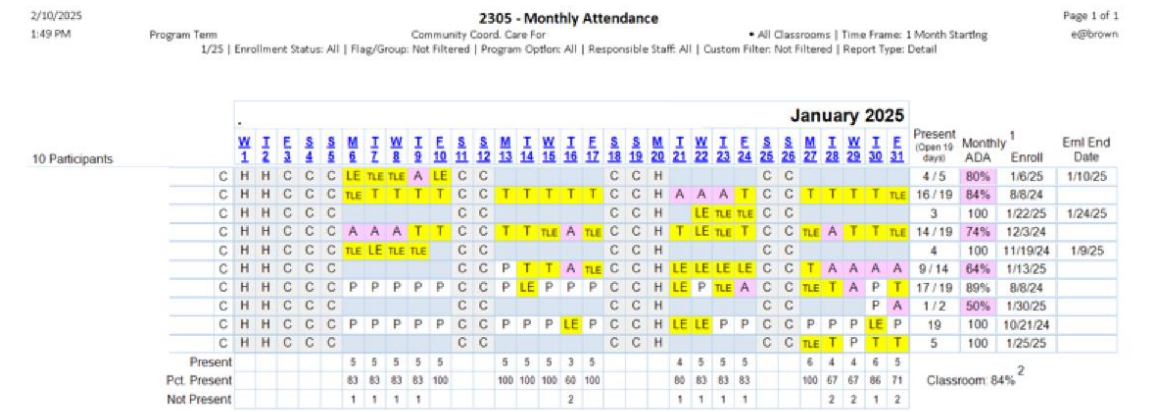
9. **Report Type:** "Detail"



Step 4: Generate the Report

1. Click the green **View** button to display the attendance data.

2. Review the information for accuracy, ensuring all expected attendance data is included.



2/10/2025 1:49 PM — **2305 - Monthly Attendance** — Page 1 of 1 — e@brown

Program Term — Community Coord. Care For — • All Classrooms | Time Frame: 1 Month Starting

1/25 | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered | Report Type: Detail

10 Participants

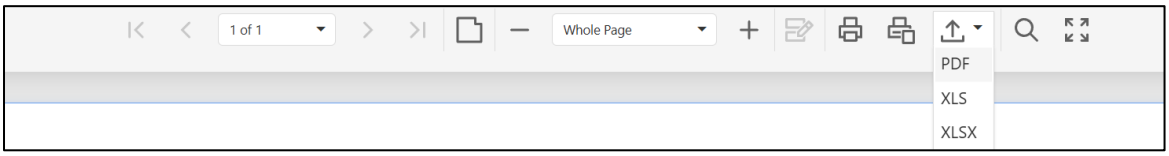
January 2025

	W 1	T 2	F 3	S 4	S 5	M 6	T 7	W 8	T 9	F 10	S 11	S 12	M 13	T 14	W 15	T 16	F 17	S 18	S 19	M 20	T 21	W 22	T 23	F 24	S 25	S 26	M 27	T 28	W 29	T 30	F 31	Present (Open 19 days)	Monthly ADA	1 Enroll	Enrl End Date
C	H	H	C	C	C	LE	TLE	TLE	A	LE	C	C						C	C	H					C	C						4 / 5	80%	1/6/25	1/10/25
C	H	H	C	C	C	TLE	T	T	T	T	C	C	T	T	T	T	T	C	C	H	A	A	A	T	C	C	T	T	T	T	TLE	16 / 19	84%	8/8/24	
C	H	H	C	C	C						C	C						C	C	H		LE	TLE	TLE	C	C						3	100	1/22/25	1/24/25
C	H	H	C	C	C	A	A	A	T	T	C	C	T	T	TLE	A	TLE	C	C	H	T	LE	TLE	T	C	C	TLE	A	T	T	TLE	14 / 19	74%	12/3/24	
C	H	H	C	C	C	TLE	LE	TLE	TLE		C	C						C	C	H					C	C						4	100	11/19/24	1/9/25
C	H	H	C	C	C						C	C	P	T	T	A	TLE	C	C	H	LE	LE	LE	LE	C	C	T	A	A	A	A	9 / 14	64%	1/13/25	
C	H	H	C	C	C	P	P	P	P	P	C	C	P	LE	P	P	P	C	C	H	LE	P	TLE	A	C	C	TLE	T	A	P	T	17 / 19	89%	8/8/24	
C	H	H	C	C	C						C	C						C	C	H					C	C				P	A	1 / 2	50%	1/30/25	
C	H	H	C	C	C	P	P	P	P	P	C	C	P	P	P	LE	P	C	C	H	LE	LE	P	P	C	C	P	P	P	LE	P	19	100	10/21/24	
C	H	H	C	C	C						C	C						C	C	H					C	C	TLE	T	P	T	T	5	100	1/25/25	
Present						5	5	5	5	5			5	5	5	3	5				4	5	5	5			6	4	4	6	5					
Pct. Present						83	83	83	83	100			100	100	100	60	100				80	83	83	83			100	67	67	86	71					
Not Present						1	1	1	1							2					1	1	1	1			2	2	1	2						

Classroom: 84% [2]

Step 5: Save and Export the Report

1. Click **Export** and choose your preferred format (**PDF** or **Excel**) to save the report.



2. Save the file as the following: **2305_SiteName-ClassName__MM.YYYY**

   Example: 2305_Ferguson EHS-A_01.2025

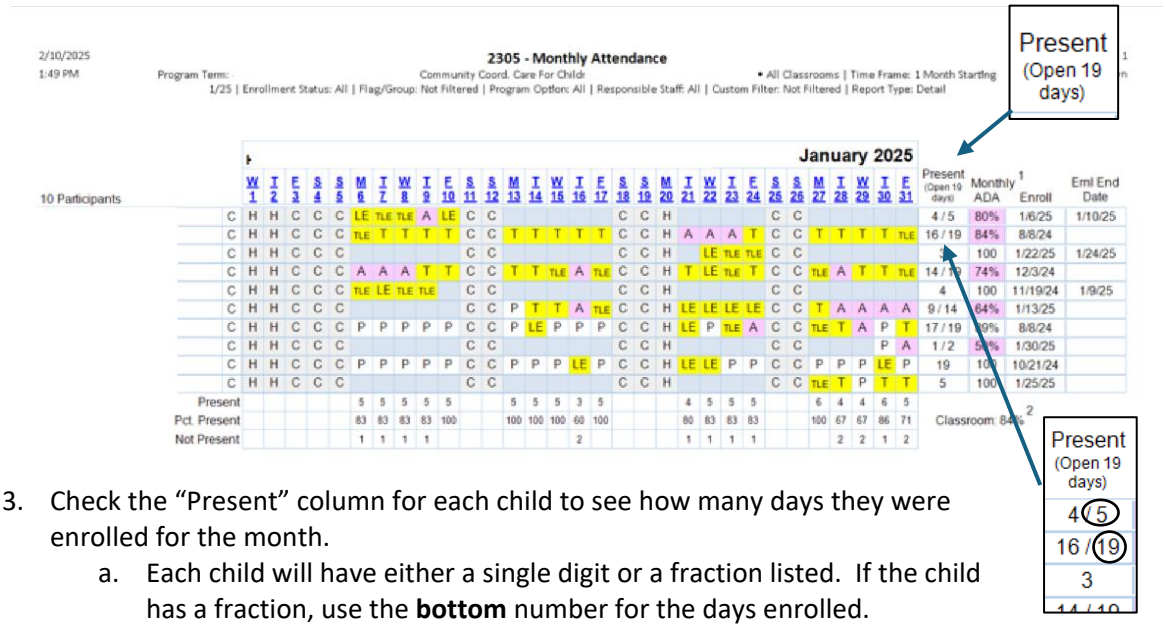
Step 6: Review

1. Double-check that all required data is included.
    1. All children should be listed as participants.
    2. Every weekday box should have something in them unless the child is not enrolled yet. If the child was not enrolled, the box would be grayed out.
    3. Any days that the program was closed for a holiday should have “H” in them, and any days that the program was closed for another reason should have a “C” in them.
2. If discrepancies are found, cross-reference with sign-in sheets or ChildPlus attendance entries.
    1. **Call your Family Advocate for support if needed.**

Step 7: Use

1. List all of the children from the 2305 onto the invoice.
    a. The number of participants on the 2305 should match the number of children you are claiming on your invoice. For additional spots that you are claiming, fill these in as “funded slot”.

2. Check the "Present" column to see how many instructional days to charge for on the invoice.
    a. Charge for the number of "Open" days



3. Check the "Present" column for each child to see how many days they were enrolled for the month.
    a. Each child will have either a single digit or a fraction listed. If the child has a fraction, use the **bottom** number for the days enrolled.

4. Use this information to prepare your monthly invoice. The information on this report and the invoice must match for the invoice to be accepted for payment approval.