

Attendance Record Requirements

Record Information Item	CCD-Licensed Centers*	CCD-License Exempt Centers					
		CCD-Recorded Programs	Afterschool At-Risk Centers	Outside School Hours Centers	Head Start (not CCD Licensed)	Homeless & Emergency Shelters	Adult Day Service Centers
<b>Attendance Date (month, day &amp; year)</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Participant Name</b>	Yes (no CCD-required format)	Yes (CACFP required format - First and Last)	Yes (CACFP required format - First and Last)	Yes (CACFP required format - First and Last)	Yes (CACFP required format - First and Last)	Per Sponsor Policy	Yes (CACFP required format - First and Last)
<b>Arrival and Departure Times Required**</b>	Yes	Yes	No	Yes	Yes- If participants arrive/depart outside regular schedule or if not using Present/Absent	No	Yes
<b>Present/Absent may be used to record attendance—no arrival/departure times required</b>	No	No	Yes	No	Yes	Yes	No
<b>Attendance Records Accurate at All Times</b>	Yes	Yes	Yes	Yes	Yes	Per Sponsor Policy	Yes
<b>Parent/Guardian or Participant Signature</b>	No	Yes	No	Yes	If required by Sponsor	No	Yes
<b>Electronic Record System may be used to record attendance</b>	Yes, with conditions below***	Yes	Yes	Yes	Yes	Yes	Yes

\*CCD-licensed centers must follow CCD rules for recording daily attendance per OAR 414-300-0060.

\*\* Arrival/Departure:

CCD-exempt centers must have a system to record accurate attendance times when center staff, parents, guardians, or adult participants forget to sign in and out. The In/Out times should be recorded as soon as possible after a participant arrives or departs and be signed or initialed by a center staff member.

\*\*\*Electronic Record Systems:

CCD regulations require that the current day's attendance record shall be maintained in the child's classroom in paper format. Electronic systems may be utilized by CCD-licensed centers in addition to the required paper classroom record. ODE CNP will follow this policy when reviewing CCD-licensed centers.