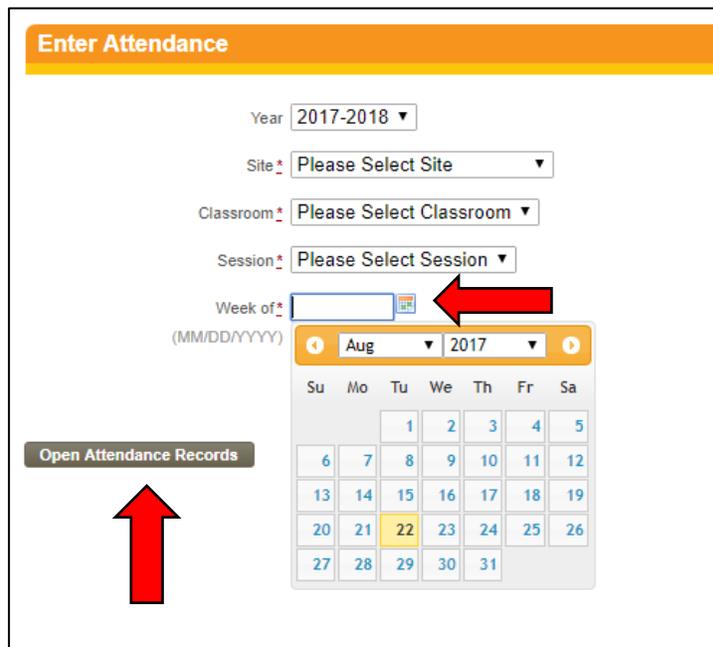# Entering Attendance in Cocoa

As sites transition to E-Signature, the ELS program requires sites to enter attendance to Cocoa. This information is used to calculate the ELS payment and to track Present, Excused, Best Interest of Child, Unexcused, and Limited Term Service days per child. Attendance is entered using the Enter Attendance feature.

1. Find Attendance on the navigation bar and select Enter Attendance.
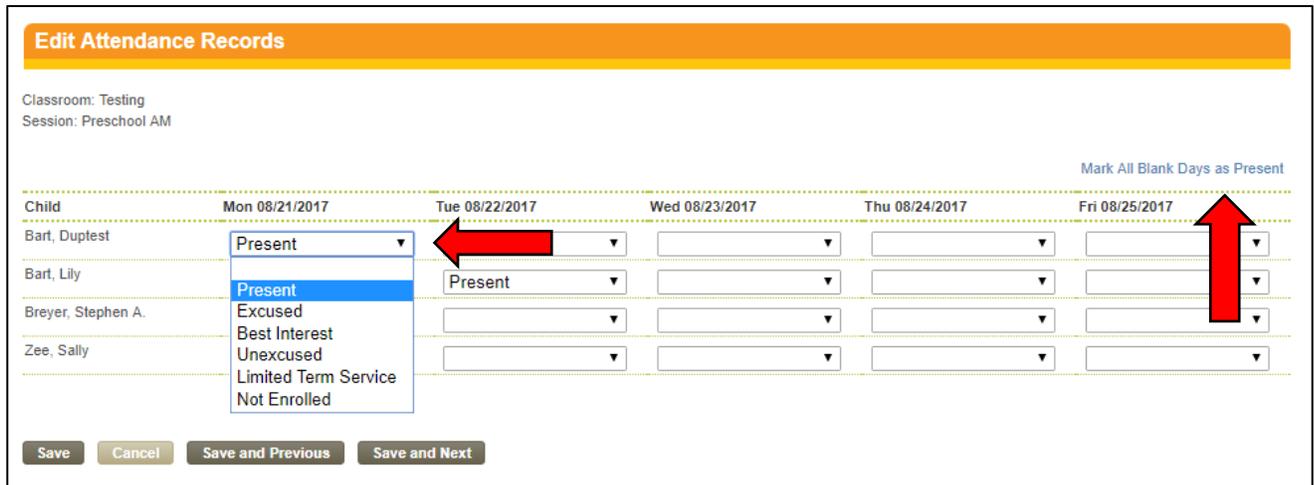

2. Select Year, Site, Classroom, Session.
3. Enter a date for Week of or hover over the calendar icon to choose a day.
4. Select Open Attendance Records.

Entering Attendance in Cocoa (Continued)

The Edit Attendance Records page will appear. The children in the selected session will be listed on far left column, and the dates in the selected week will be listed in the top row.

5. Use the dropdown bar to select each child's attendance status. Selecting Mark All Blank Days as Present in the top right corner will mark all children Present. You must then add the reason for any days where a child was not in care.
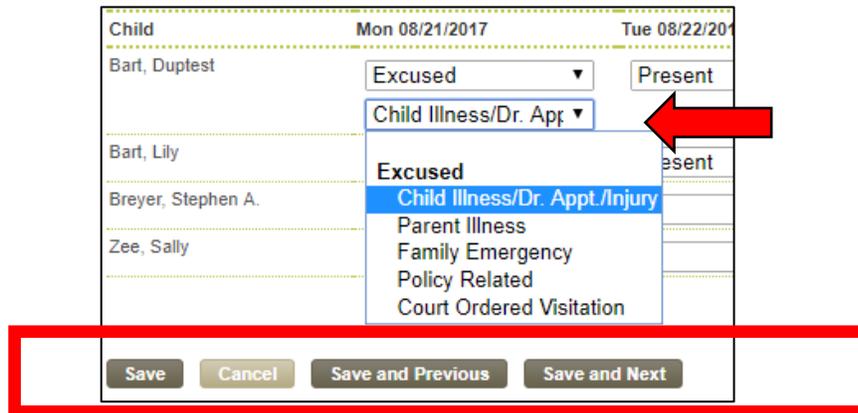

If a child is Excused, a dropdown bar will appear and a reason must be selected.

6. Select Save to save and view a summary of attendance. Select Save and Previous to save and enter attendance for the prior week, or select Save and Next to save and enter attendance for the upcoming week.

Note: The system allows a maximum of 10 BIC days to be marked for each child within a program year. When the 10 Best Interest limit is reached, the Best Interest option is grayed out and cannot be selected. Limited Term Service is used if the child does not need services for an extended period, yet stays enrolled because service is anticipated to resume in the future. Not Enrolled is used if a child has a variable schedule and the provider does not want to count that specific day as a day of enrollment.