



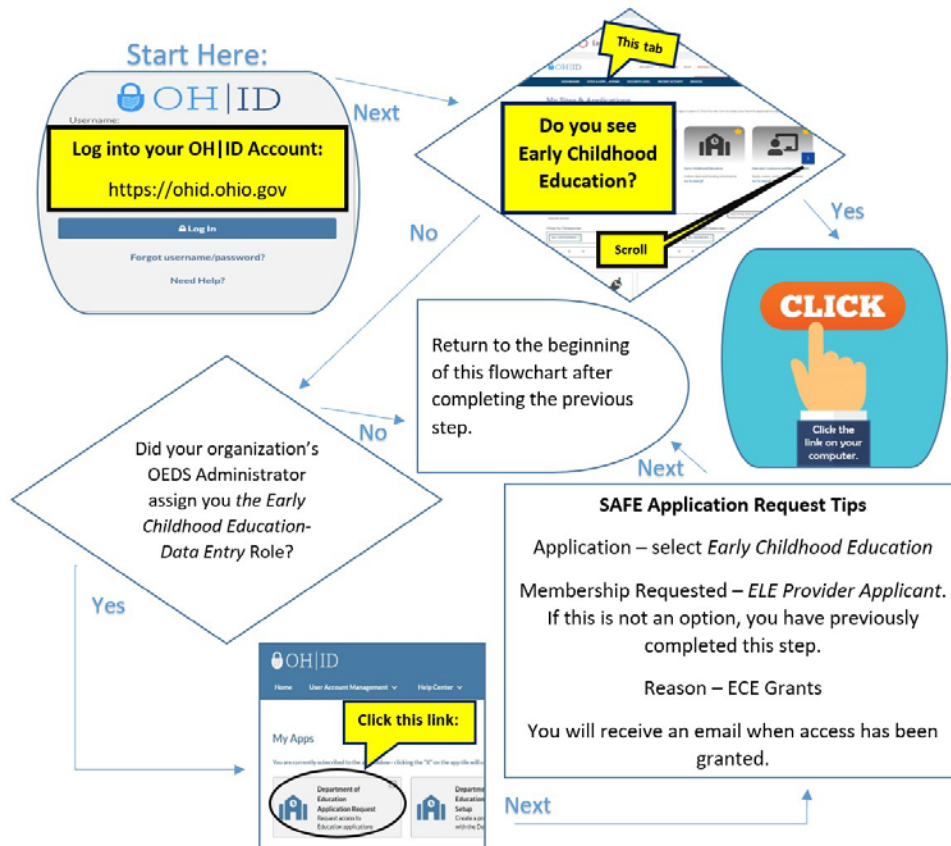
Early Childhood Education

HOW TO ENTER STUDENT ATTENDANCE IN THE ENTERPRISE APPLICATION SYSTEM (EAS)

Early Childhood Education (ECE) Grants provide funding to support high-quality early learning preschool services that prepare children for success in kindergarten. The grant funding allows programs to maximize children’s early educational experiences before kindergarten and provide high-quality early learning services to eligible children.

ECE Grant recipients are required to report student attendance monthly. Chartered non-public schools and programs licensed by the Ohio Department of Job and Family Services will use the Enterprise Application System (EAS) to report child, teacher and program data. Public school districts, educational service centers, joint vocational schools, departments of developmental disabilities and community schools will use the Education Management Information System (EMIS).

The following diagram will help you with initial steps to access to the EAS system:

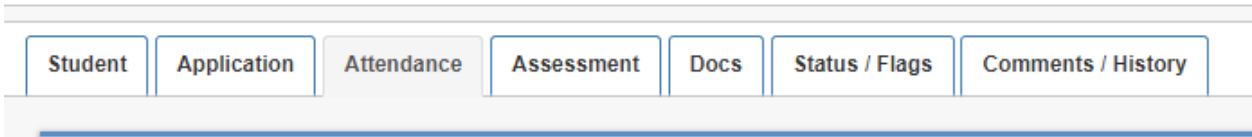



This guide to enter student attendance goes through each step of the process for the EAS system. Please view the [corresponding tutorial video](#) for additional support. Contact earlychildhoodeducation@education.ohio.gov with any questions.



















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1. In order to enter attendance information in EAS, programs must have already created the [student's individual application](#).
2. Click on **Student** to select the student module and then click **Search** to bring up a list of your students if not automatically populated.
3. Access the individual student's application by selecting the details button next to the student file and click on the third tab - Attendance. This tab is for the provider to enter the number of hours of attendance for each student. This number should be the ECE hours attended only (~12.5/week) and not any additional hours the child is present through another funding source or time absorbed by the program.



4. Enter the Hours of Attendance (round to the nearest whole number) and then select the **Disk**  icon on the Action

column to save it. To erase the values entered in the fields before **Save** is selected, hit the **Cancel** button or **Undo** . Once it is saved, if you need to edit the information, select the **Pencil**  icon to change existing data.

MONTH/YEAR	HOURS OF ATTENDANCE	
Jul-18	50	
Aug-18	57	
Sep-18	48	
Oct-18	21	
Nov-18	50	
Dec-18	38	
Jan-19	55	
Feb-19	48	
Mar-19	48	
Apr-19	52	
May-19	<input type="text" value="0"/>	 
Jun-19	<input type="text" value="0"/>	 
Total for Year	467	