



OSSE Attendance Tracking System (OATS) Provider Guide

All subsidized child care providers must submit monthly attendance through the Office of the State Superintendent of Education (OSSE) Attendance Tracking System (OATS) by the [first business day of each month](#). This guide outlines the steps subsidized child care providers should follow to submit the required monthly attendance for reimbursement. Subsidized child care providers that operate multiple facilities must complete all monthly attendance documents for each facility separately.

Click the sections below to review specific steps.

- [How to Access the Attendance Records for Each Facility](#)
- [How to Record Attendance in OATS](#)
- [How to Upload Supporting Documents in OATS](#)
- [How to Finalize Monthly Attendance Submission](#)
- [How to Edit Monthly Attendance After Submission](#)
- [How to Access Attendance Report in OATS](#)

Click the links below for supplemental resources related to attendance submission.

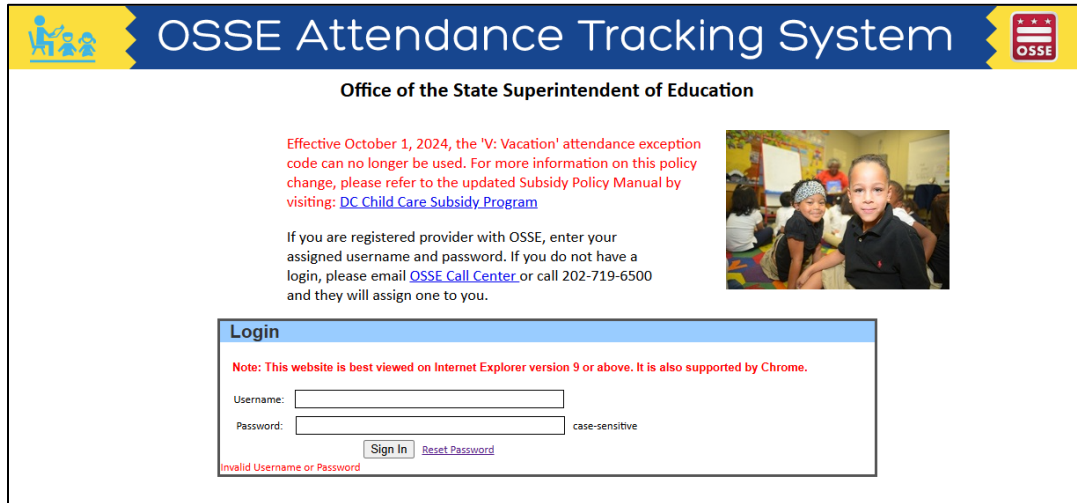
- [OATS Attendance Codes](#)
- [Frequently Asked Questions](#)
- [Non-Traditional Attendance Form](#)
- [Traditional Attendance Form](#)
- [Payment Error Report Template](#)

For questions or support submitting attendance documentation, please contact your attendance monitor or OSSE.Subsidy@dc.gov. Do not send attendance documentation or personally identifiable information (PII) via email.

How to Access the Attendance Records for Each Facility

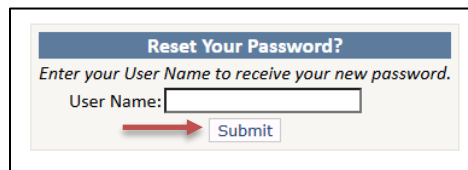
Step 1: Log In to OATS

- Access OATS using this URL: oats.osse.dc.gov.
- Enter your username and password. Click **Sign in**.



The screenshot shows the OSSE Attendance Tracking System login page. At the top, there is a blue header with the OSSE logo and the text "OSSE Attendance Tracking System". Below the header, it says "Office of the State Superintendent of Education". A red notice states: "Effective October 1, 2024, the 'V: Vacation' attendance exception code can no longer be used. For more information on this policy change, please refer to the updated Subsidy Policy Manual by visiting: [DC Child Care Subsidy Program](#)". Below the notice, there is a photo of two children. A login form is visible with the following fields: "Username:" and "Password:". The password field is marked as "case-sensitive". There are "Sign In" and "Reset Password" buttons. A red error message at the bottom of the form reads "Invalid Username or Password".

- If you forgot your username, contact your attendance coordinator to have your credentials reset.
- If you forgot your password, click **Reset password** on the sign-in page.
- Enter your username and click **Submit**.



The screenshot shows a "Reset Your Password?" form. It has a blue header with the text "Reset Your Password?". Below the header, it says "Enter your User Name to receive your new password." There is a "User Name:" field and a "Submit" button. A red arrow points to the "Submit" button.

- You will receive an email containing a new temporary password.
- Sign into [OATS](#) with the new temporary password.
- Once signed in, click **Change Password** at the top of the home page.



The screenshot shows the OSSE Attendance Tracking System navigation menu. It has a blue header with the OSSE logo and the text "OSSE Attendar". Below the header, there is a navigation bar with the following links: "Home", "Attendance", "Reports", "Admin", "Help", "Change Password", and "Logout". The "Change Password" link is highlighted with a red box.

- Enter the temporary password, then enter a new password and save.
Note: passwords must include letters and numbers and contain at least 6 characters.

Step 2: View Provider Attendance Status by Site

- Click **Attendance** at the top of the Homepage.



- A list of facilities associated with the provider will be displayed.
- Review the submission status of each facility's attendance. The number of attendance submissions that appear under each facility will be listed based on the submission status.
 - Not Submitted** – Total number of attendance entries created, but not submitted.
 - Submitted** – Total number of attendance entries submitted to OSSE for review.
 - Received** – Total number of attendance entries approved by OSSE.
 - Rejected** – Total number of attendance entries that have been rejected by OSSE.
- Click **Select** to view monthly attendance roster for a specific facility.

Provider Number (Last 4 Digits)	Provider Business Name	Site Name	Site Type	Not Submitted	Submitted	Received	Rejected	
			CDC	8	0	316	1	Select
			CDC	27	0	2176	1	Select
			CDC	4	0	1418	0	Select
			CDC	121	21	7372	74	Select
			CDX	0	0	578	2	Select

Step 3: Open the Attendance Dashboard

- Select the **Service Year**.
- Select the **Month**.
- Review month statuses:
 - Subsidy Capacity** – Total allowable children receiving subsidized child care (licensed capacity).
 - Subsidy Enrollment** – Number of enrolled children receiving subsidized child care for the selected month.
 - Not Submitted** – Number of attendance entries created, but not submitted for the selected month.
 - Submitted** – Number of attendance entries submitted for review for the selected month.
 - Received** – Number of attendance entries approved by OSSE for the selected month.
 - Rejected** – Number of attendance entries rejected by OSSE for the selected month.
- Click the number in the **Not Submitted** column.
- When recording attendance data, each child's attendance status will default to **Not Submitted**.

Note: When subsidy enrollment exceeds subsidy capacity, both column fields will be highlighted.

Year	Month	Subsidy Capacity	Subsidy Enrollment	Not Submitted	Submitted	Received	Rejected	Print Attendance
2024	August	31	4	4	0	0	0	Print
2024	July	31	8	0	0	8	0	Print
2024	June	31	9	0	0	9	0	Print
2024	May	31	10	0	0	10	0	Print
2024	April	31	12	0	0	12	0	Print
2024	March	31	12	0	0	12	0	Print

Step 4: Review the Attendance Roster

- Confirm all children receiving subsidized child care services are listed on the attendance roster, identified for participation in applicable programs (e.g., Quality Improvement Network [QIN], Pre-K Enhancement and Expansion Program [PKEEP]) and accepted for payment.
 - **Search by Child Name**
 - To search for a child on the attendance roster, enter the child's name in the **Search Child Name** field. The roster will adjust until the child's name appears.
 - To return to view the full roster, remove the name from the Search Child Name field.
 - **If you can't find a child's name on the attendance roster**
 - If there is a child enrolled in subsidized child care, but you are unable to find the child's name on the attendance roster, contact the Department of Human Services (DHS) Child Care Services Division (CCSD) eligibility worker listed on the child's admission form to confirm you signed and returned the child's completed Admission Form.
 - Complete a [Traditional Monthly Attendance Submission form](#), for all children not listed in OATS. Include the appropriate attendance codes and save the document as a site attachment.
 - **Identify QIN or PKEEP**
 - Children who participate in QIN will have a checkmark in the **QIN** column. Children who participate in PKEEP will have a checkmark in the **PKEEP** column.
 - Contact your eligibility monitor if a child is incorrectly marked for participation in QIN or PKEEP.
 - **Review the Accepted Column**
 - In the **Accepted** column, the roster will indicate **Yes** or **No** beside each child's name.
 - Each child receiving subsidized child care services and enrolled at the facility should be marked **Yes** in the Accepted Column.
 - If a child is marked **No** in the Accepted Column, contact the DHS CCSD eligibility worker listed on the child's Admission Form to confirm the child's Admission Form has been received.
 - If a child that is not enrolled at your facility is listed on your roster, enter **T** for the first date of termination on the attendance roster.
 - The roster includes both accepted and assigned children.

Site Name		Licence Number	Site Type	Designation	Physical Address																											
			CDC (Child Development Center)	Progressing	Washington ,NW,DISTRICT OF COLUMBIA,Ward:5 ,20002																											
U: Unexcused Absence				EX: Excused Absence		AC: Approved Closure					UC: Unapproved Closure					H: Holiday			T: Terminated			E: Enter										
Child Name	ID	QIN	preKEEP	Accepted	Status	Mo 1	Tu 2	We 3	Th 4	Fr 5	Sa 6	Su 7	Mo 8	Tu 9	We 10	Th 11	Fr 12	Sa 13	Su 14	Mo 15	Tu 16	We 17	Th 18	Fr 19	Sa 20	Su 21	Mo					
		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Received v	<input type="checkbox"/>	U	U	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Received v	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Received v	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Received v	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

How to Record Attendance in OATS

You must enter the appropriate attendance code for each child included in the attendance roster for all days of the month the facility was in operation. Use the appropriate codes ([OATS Attendance Codes](#)), to prevent your attendance from being rejected.

How to Record Facility Closures

- **ADD Closure**
 - Select the day for the closure.
 - In any field for that day, insert the closure code that aligns with the type of closure: **AC**, **UC** or **H**.
 - **AC – Approved Closure**
Mark **AC** for days that you have an email from your Education Services Monitor (ESM) confirming the closure is approved. The approval email should be attached to the attendance submission in OATS. **AC** should also be used when OSSE announces an approved closure due to specific circumstances such as inclement weather. Documentation is not needed for these instances.
 - **UC – Unapproved Closure**
Mark **UC** for days that the facility closes without an approved closure from OSSE.
 - **H – Holiday**
Mark **H** for the following legal holidays: New Year’s Day, Martin Luther King, Jr. Day, Inauguration Day, President’s Day, DC Emancipation Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People’s Day, Veterans Day, Thanksgiving Day, Christmas Day.
 - Press **Tab** on your keyboard to exit the field. The closure code will populate for all children for the selected date.

U: Unexcused Absence		EX: Excused Absence				AC: Approved Closure					UC: Unapproved Closure					H: Holiday			
Child Name	ID	QIN	preKEEP	Accepted	Status	Su 1	Mo 2	Tu 3	We 4	Th 5	Fr 6	Sa 7	Su 8	Mo 9	Tu 10	We 11	Th 12	Fr 13	Sa 14
[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Not Submitted	<input type="checkbox"/>	AC	UC	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Not Submitted	<input type="checkbox"/>	AC	UC	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Not Submitted	<input type="checkbox"/>	AC	UC	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Not Submitted	<input type="checkbox"/>	AC	UC	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	No	Not Submitted	<input type="checkbox"/>	AC	UC	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site Attachments: No file chosen

- **EDIT Closure**
 - Select the day for the closure.
 - Highlight the text and insert the new closure code.
 - Press **Tab** on your keyboard to exit the field. The updated code will populate for all children for the selected date.
- **REMOVE Closure**
 - Select the day for the closure.
 - Highlight the text and press **Delete** or **Backspace**.
 - Press **Tab** on your keyboard to exit the field. The closure day will be removed for all children for the selected date.

How to Record Child Attendance

- Leave the field blank to indicate a child is present for the day.

How to Record Child Absences

- Select the appropriate field and enter an approved absence code: **U** or **EX**.

U: Unexcused Absence		EX: Excused Absence				AC: Approved Closure					UC: Unapproved Closure					H: Holiday		T: Terminated		E: Enter	
Child Name	ID	QIN	preKEEP	Accepted	Status	Su 1	Mo 2	Tu 3	We 4	Th 5	Fr 6	Sa 7	Su 8	Mo 9	Tu 10	We 11	Th 12	Fr 13	Sa 14		
[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Not Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- **U – Unexcused Absence**
Mark **U** for any day(s) that a child is enrolled but not in attendance at the facility on a day that it is open, and the family does not provide documentation of an excused absence. A child's absence due to vacation should be coded as an excused absence only with prior written notice; a child's absence should be coded as unexcused if the family did not provide notice prior to their vacation. When a child has reached the number of excessive unexcused absences, as determined by OSSE, the provider must send an End of Services Form to the family and mark the child's attendance as "T" in OATS on the final day of allowable absence.
- **EX – Excused Absence**

Mark **EX** for day(s) that a child is not in attendance at the facility that meets the criteria of an excused absence and where documentation is provided. Documentation must cover every day that the child’s attendance is marked **EX**. For information on excused absences, see Section 7.2 of the [DC Child Care Subsidy Program Policy Manual](#).

How to Record a Child’s Last Day of Service

- In the row associated with the child, select the last day of service and enter the approved termination code: **T – Terminated**
- Mark **T** for the last day of service for a child at the facility. The termination day is a paid day.
- OATS will automatically populate all following days with **T** in the Child Name row.

How to Record a Child’s First Day of Service

- In the row associated with the child who has entered the program, select the first day of service and enter **the approved code: E – Enter**
- Mark **E** for the first day of service for a child at the facility.

How to Record a Child’s First Day of Service after Termination in the Same Month

- If a child was terminated from your facility and re-enrolls, enter **E** on the new enter date. The pre-existing termination code - **T** - should remain in the previously assigned fields.

Child Name	ID	QIN	preKEEP	Accepted	Status	Su 1	Mo 2	Tu 3	We 4	Th 5	Fr 6	Sa 7	Su 8	Mo 9	Tu 10	We 11	Th 12	Fr 13	Sa 14	Su 15	Mo 16	Tu 17	We 18	Th 19	Fr 20	Sa 21
[REDACTED]		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Not Submitted		T	T	T	T	T			T	T	T	T	T			T	E				

How to Edit an Attendance Code prior to submission

To edit an attendance code prior to submission:

- Click in the field with the existing code.
- Delete the code.
- Type the new code in its place.
- Press **Tab** on your keyboard to move to the next field.
- Click **Submit**, once all codes have been entered.

U: Unexcused Absence	EX: Excused Absence	AC: Approved Closure	UC: Unapproved Closure	H: Holiday	T: Terminated	E: Enter																			
Child Name	ID	QIN	PKEEP	Accepted	Status	Fr 1	Sa 2	Su 3	Mo 4	Tu 5	We 6	Th 7	Fr 8	Sa 9	Su 10	Mo 11	Tu 12	We 13	Th 14	Fr 15	Sa 16	Su 17	Mo 18	Tu 19	We 20
[REDACTED]		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Not Submitted				U	AC															

Site Attachments: No file chosen

Enter an E on the day assigned or accepted children start at your center.
Need Help? Call 202-719-6500 (Early Learning Support Help Desk)

How to Upload Supporting Documents in OATS

Facilities must submit supporting documentation in OATS for excused absences associated with a child, non-traditional attendance submissions and Approved Closures.

How to Upload Supporting Documents for a Child

- In the row associated with the child, scroll to the right.
- Click **Choose File** in the Upload Supporting Documentation column.
- Select the document you want to upload and click **Open**.
- Click **Comment**.
- Add a comment with a brief description of the document that was uploaded and click **Comment** to close the box.

Note: The document will not be saved in OATS until you click “Save as Draft” or “Submit”. “Save as Draft” allows you to save changes and make edits at a later time. “Submit” automatically saves all changes and does not allow make changes afterwards.

U: Unexcused Absence	EX: Excused Absence		AC: Approved Closure		UC: Unapproved Closure		H: Holiday	T: Terminated	E: Enter											
Child Name	14	Su 15	Mo 16	Tu 17	We 18	Th 19	Fr 20	Sa 21	Su 22	Mo 23	Tu 24	We 25	Th 26	Fr 27	Sa 28	Su 29	Mo 30	Tu 31	Comment	Upload Supporting Documentatio
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comment	<input type="button" value="Choose File"/> No file chosen
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comment	<input type="button" value="Choose File"/> No file chosen

Site Attachments: No file chosen

Need Help? Call 202-719-6500 (Early Learning Support Help Desk)

*Note: After you click Save as Draft or Submit, the word Comment will turn **Red** to denote that a comment has been added.*

How to Upload Non-Traditional Attendance and Approved Closure Supporting Documents

- Scroll to the bottom of the page. On the left side of the roster until you see **Site Attachments**.
- Click **Choose File** to the right of **Site Attachments**.
- Select the document you want to upload and click **Open**.
- Click **Save As Draft** if your attendance is not ready for submission.
- Click **Submit** if your attendance is complete.

<input type="checkbox"/>	<input type="checkbox"/>	Yes	Not Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Yes	Not Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site Attachments: No file chosen

Enter an E on the day assigned or accepted children start at your center.

Need Help? Call 202-719-6500 (Early Learning Support Help Desk)

Note: The document will not be saved until you click “Save As Draft” or “Submit”.

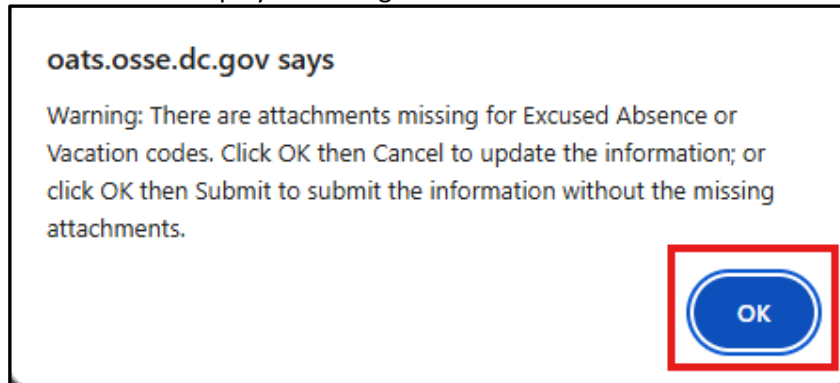
Step 2: Review all attendance entries and edit as necessary

- Select the applicable cell to change or remove a code.

Child Name	ID	QIN	preKEEP	Accepted	Status	Th 1	Fr 2	Sa 3	Su 4	Mo 5	Tu 6	We 7	Th 8	Fr 9	Sa 10	Su 11	Mo 12	Tu 13	We 14	Th 15	Fr 16	Sa 17	Su 18	Mo 19	Tu 20
[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	No	Not Submitted ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 3: Submit attendance

- Click **Submit**.
 - NOTE: If an **EX** code has been added to the roster without supporting documentation, OATS will display a warning.



- To proceed, you may.
 1. Click **OK** to view the Attendance Submission Certification and click **Cancel** to stop the submission and upload the missing document; or
 2. Click **OK** to view the Attendance Submission Certification, enter current vacancies and click **Submit** to ignore the warning and continue submission of the attendance without the supporting document(s).

Step 4: Enter Vacancy Counts (as applicable)

- When the Attendance Submission Certification screen appears, you may enter the total number of current vacancies at the facility (both subsidy and non-subsidy) for each age group. This information is not required to submit attendance.
- Click **Submit** when done.


Attendance Submission Certification

In accordance with District of Columbia code, Division V, Title 28, Subtitle II, Chapter 49, Uniform Electronic Transactions, by selecting the Submit button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting Submit you consent to be legally bound by this Agreement's terms and conditions and certify that the attendance and supporting documents enclosed are correct and accurate.

Please enter your estimated center or home vacancies for the month of **March** in the table below.

Age Group	Estimated Vacancy
Infant	<input type="text"/>
Toddler	<input type="text"/>
Pre-School	<input type="text"/>
School Age	<input type="text"/>
Total	0

IMPORTANT! Additions or edits will no longer be available after submit.



This concludes the attendance submission process.

Providers will receive two emails confirming attendance submission from OSSE.Subsidy@dc.gov. The first email will confirm that your attendance was successfully submitted in OATS. The second email will include the number of approved and or rejected attendance entries.

Follow the steps in the next section to edit attendance after it has been submitted.

How to Edit Monthly Attendance After Submission

Providers may edit attendance submissions before attendance coordinators review the attendance.

After attendance coordinators review attendance, providers may only edit rejected entries and site attachments. All rejected entries must be updated within 24 hours to ensure timely payment. Attendance submitted after the 5th business day of the month, including corrected attendance, may result in a delay of payment.

How to Edit Attendance Prior to Attendance Review

Step 1: Recall the Attendance before your attendance coordinator approves the attendance.

- Log in to OATS and click **Attendance**.
- Select the facility and open your Attendance dashboard.
- Select the **Service Year**, then **Month**.
- Scroll to the bottom of the attendance roster.
- Click **Recall**.

Enter an E on the day assigned or accepted children start at your center.

Need Help? Call 202-719-6500 (Early Learning Support Help Desk)

Save Updates Reject All **Recall** Print Attendance Cancel

Step 2: Select the month for attendance submission

- After you recall your attendance, you will be routed back to the Attendance dashboard.
- Click the number in the **Not Submitted** column for the selected **Month** and **Year**.

Year	Month	Subsidy Capacity	Subsidy Enrollment	Not Submitted
2025	August	205	25	25
2025	July	205	25	0
2025	June	205	25	0
2025	May	205	24	0
2025	April	205	23	0
2025	March	205	24	0
2025	February	205	23	0
2025	January	205	23	0
2024	December	205	20	0
2024	November	205	19	0
2024	October	205	24	0
2024	September	205	26	0

*Enrollment does not include children receiving non-traditional services.

Step 3: Edit attendance codes and/or supporting documents

- **Edit Attendance Codes**
 - Select the field with the attendance code you want to change.
 - Delete the code and enter the new code in its place.
 - Press **Tab** on your keyboard to move to the next field.
 - Click **Submit** when you are done editing the attendance codes.

U: Unexcused Absence	EX: Excused Absence	AC: Approved Closure	UC: Unapproved Closure	H: Holiday	T: Terminated	E: Enter																			
Child Name	ID	QIN	PKEEP	Accepted	Status	Fr 1	Sa 2	Su 3	Mo 4	Tu 5	We 6	Th 7	Fr 8	Sa 9	Su 10	Mo 11	Tu 12	We 13	Th 14	Fr 15	Sa 16	Su 17	Mo 18	Tu 19	We 20
[REDACTED]				Yes	Not Submitted				U	AC															

Site Attachments: No file chosen

Enter an E on the day assigned or accepted children start at your center.

Need Help? Call 202-719-6500 (Early Learning Support Help Desk)

Save as Draft **Submit** Print Attendance Cancel

- **Remove or Replace a Supporting Document**
 - Select the field with the existing attendance code.
 - Delete the code and enter the new code in its place.
 - Press **Tab** on your keyboard.
 - Scroll down to the bottom of the attendance roster.
 - Go to Site Attachments and click **Remove**.
 - Click **Choose File** to upload a new attachment, if needed.
 - Click **Save Updates**.

0000 Yes Received

0000 Yes Received

Site Attachments: [Download](#) [Remove](#)

Enter an E on the day assigned or accepted children start at your center.

Need Help? Call 202-719-6500 (Early Learning Support Help Desk)

[Save Updates](#) [Reject All](#) [Recall](#) [Print Attendance](#) [Cancel](#)

How to Update Rejected Entries and Resubmit

OSSE attendance coordinators may reject attendance code entries or supporting document uploads for children or the entire facility. Follow the steps below to update rejected entries and resubmit.

Step 1: Review the Rejected Entries

- Log in to OATS and click **Attendance**.
- Select the facility and click the number in the **Rejected** column for the applicable month.

Service Year: All 2

Year	Month	Subsidy Capacity	Subsidy Enrollment	Not Submitted	Submitted	Received	Rejected	Print Attendance
2024	July	58	47	0	0	47	0	Print
2024	June	58	42	0	0	41	1	Print
2024	May	58	32	0	0	32	0	Print

Step 2: Review the Rejection Comment(s)

- Click the word **Comment**, in red, to expand the field display and review the attendance coordinator's comment.

U: Unexcused Absence EX: Excused Absence AC: Approved Closure UC: Unapproved Closure H: Holiday T: Terminated E: Enter

Child Name	We 12	Th 13	Fr 14	Sa 15	Su 16	Mo 17	Tu 18	We 19	Th 20	Fr 21	Sa 22	Su 23	Mo 24	Tu 25	We 26	Th 27	Fr 28	Sa 29	Su 30	Comment	Upload Supporting Documentation
[Redacted]	V	V	V			V	V	H		V			V	V	V	V	V			Comment	Choose File No file chosen

Site Attachments: [Choose File](#) No file chosen

Enter an E on the day assigned or accepted children start at your center.

Need Help? Call 202-719-6500 (Early Learning Support Help Desk)

Step 3: Revise Attendance

- Edit attendance entries based on comments from your attendance coordinator.

U: Unexcused Absence EX: Excused Absence AC: Approved Closure UC: Unapproved Closure H: Holiday T: Terminated E: Enter

Child Name	We 12	Th 13	Fr 14	Sa 15	Su 16	Mo 17	Tu 18	We 19	Th 20	Fr 21	Sa 22	Su 23	Mo 24	Tu 25	We 26	Th 27	Fr 28	Sa 29	Su 30	Comment	Upload Supporting Documentation
[Redacted]	V	V	V			V	V	H		V			V	V	V	V	V			Comment AT - EXCUSED WAS ON vacation, please attach excuse note. -TJ	Choose File No file chosen

Site Attachments: [Choose File](#) No file chosen

Step 4: Resubmit Attendance

- Click **Save as Draft** to save changes without submitting.
- To resubmit the attendance, click **Submit** twice.
 - After the first time you click Submit, click **Submit** again to move the roster forward for

approval.

- After the second time you click Submit, the system will return you to the service month view for the facility. The **Submitted** column will list the total number of submitted attendance entries by month.

Year	Month	Subsidy Capacity	Subsidy Enrollment	Not Submitted	Submitted	Received	Rejected	Print Attendance
2025	August	98	36	36	0	0	0	Print
2025	July	98	36	0	36	0	0	Print
2025	June	98	34	0	0	34	0	Print
2025	May	98	33	0	0	33	0	Print
2025	April	98	32	0	0	32	0	Print
2025	March	98	32	0	0	32	0	Print
2025	February	98	30	0	0	30	0	Print
2025	January	98	30	0	0	30	0	Print

How to Access Attendance Reports in OATS

- Log in to OATS and click **Reports**.
- A dropdown will appear.
- Select **Print Attendance Report** to view a printable monthly attendance form.
- Select **Attendance Status Summary Report** to view the total number of child entries by attendance status.
- Select **Attendance Dependent Summary Report** for details on approved attendance by child.
- Select **Attendance Notation Summary Report** to view the total number of entries by attendance codes.
- Select **Attendance Submission Log** to view the attendance submission dates.
- Select **Subsidy Vacancy Report** to view the total number of reported vacancies by age group.

