



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

DC Child Care Subsidy Program *OATS Attendance Codes*

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](#).

Monthly attendance cannot be approved if there are rejections to your attendance submission. Any rejections in your attendance will result in withheld payment. This applies to rejections for one child or for one day. Submitting attendance on time allows time to correct any rejected attendance.

To prevent your attendance from being rejected, use the appropriate codes as detailed below.

- **U – Unexcused Absence:** Use **U** for days a child is not in attendance at a facility and the absence does not meet the criteria of an excused absence.
- **EX – Excused Absence:** Use **EX** for day(s) that a child is not in attendance at a 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. More information on the criteria for an excused absence can be found in section 7.2 of the [DC Child Care Subsidy Manual](#).
- **AC – Approved Closure:** Use **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 in the case that OSSE announces an approved closure due to specific circumstances such as inclement weather.
- **UC – Unapproved Closure:** Use **UC** for days that a facility closes without an approved closure from OSSE.
- **H – Holiday:** Use **H** for the following legal holidays: New Year’s Day, Martin Luther King, Jr. Day, President’s Day, DC Emancipation Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People’s Day, Veterans Day, Thanksgiving Day, Christmas Day and Jan. 20 during years there is a Presidential Inauguration.

- **T – Termination:** Use **T** for the last day of service for a child at the facility. The termination day is a paid day.
- **E – Enter:** Use **E** for the first day of service for a child at the facility.

For questions, contact your Attendance Coordinator or email OSSE.Subsidy@dc.gov.