Use this checklist to determine if the electronic attendance system you are currently using is an approved system. If you feel that you meet all of the criteria, please email this form to electronic.attendance@del.wa.gov or mail it to: Electronic Attendance System, PO Box 40970, Olympia, WA 98504-0970. We will update our records to show the system that you are using.

_____

Check the boxes below to indicate that the electronic attendance system you are using complies with the following requirement(s):

☐ Commercially developed system that securely manages and tracks attendance.
☐ Requires an authentication mechanism for authorized parents or designees to check in/out children such as: PIN, signature, photo, etc.
☐ Identifies the child care facility by using the Social Services Payment System (SSPS) number.
☐ Records who signed in/out the child as well as when and how they signed the child in/out.
☐ Allows reporting, formatting, and exporting electronically attendance data (over a range of dates) to the state.
☐ Identifies each individual sign in/out as a transaction.
☐ Allows searching and retrieval of the electronic records throughout the required retention period.

Please provide additional information about the electronic attendance system you are using:

Name of system: _____

Website for the system: _____

Contact information for the system: _____

When did you begin using the system? _____

Please also provide a sample copy of a report of daily attendance details for a previous month.

Disclaimer: I acknowledge that I have read the WAC rules that pertain to my licensed childcare facility and to the best of my knowledge, meet the requirements by using the alternate electronic attendance system listed above. I understand that by signing my signature I am verifying that I will be using my electronic attendance system to comply with the requirements listed in the Washington Administrative Code mandated by the State of Washington.

Signature: _____   Date: _____