Washington State Department of
CHILDREN, YOUTH & FAMILIES

Electronic Attendance System
Vendor Approved System Checklist

Use this checklist to determine if your electronic attendance system meets the requirements to be an approved system. If you feel that your system meets all of the criteria, please email the completed form to electronic.attendance@dcyf.wa.gov or mail to Electronic Attendance System, PO BOX 40970, Olympia, WA 98504-0970. We will review your system and put it on the list if it meets the requirements.

Check the box to indicate that your electronic attendance system complies with the requirement(s) per WAC 110-15-0126:

Commercially developed system that securely manages and tracks attendance.

Requires an electronic authentication mechanism for authorized parents or designees to check in/out children such as PIN, electronic signature, photo, etc.

Identifies the child care facility by using the Social Services Payment System (SSPS) number.

Records who signed the child in/out, when, and how they checked the child in/out.

Allows reporting, formatting, and exporting attendance data electronically (over a range of dates) to DCYF.

Identifies each individual sign in/out as a transaction.

Has the capability to export audit data to DCYF.

Allows searching and retrieval of the electronic records throughout the required retention period.

Please provide information about your electronic attendance system:

Name of system: _____

Website for the system: _____

Contact name: _____

Contact phone: _____

Contact email: _____

Contact address: _____

How long has the system been available to consumers? _____

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 licensed childcare facilities that we serve and to the best of my knowledge, our system meets the requirements listed above. I understand that by signing my signature I am verifying that our electronic attendance system complies with the requirements listed in the Washington Administrative Code mandated by the State of Washington.

_____   _____   _____
Signature   Title   Date