Preschool Attendance

01/29/2026 12:18 pm EST

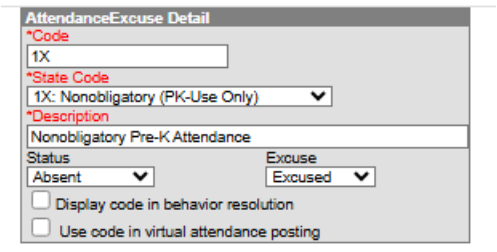
Preschool Attendance

Pre-K students are not included in Average Daily Membership calculations. Students admitted and registered in the SIS as MST1 in grade level pre-K are reported on the Principal's Monthly Report in a manner that excludes them from any calculations and totals. Students in grade levels IT, PR, PK will also be MST1 and will not be included in Average Daily Membership. The totals for IT, PR, and PK will be grouped under the pre-K totals on the PMR.

Public Schools must track daily attendance for all enrolled pre-K students. These do not include children enrolled in "itinerant" or “service provider location” programs (IEP settings). Pre-K students may have various attendance plans based on the program types they are enrolled in. Please note that the 10-day and no-show attendance rules do not apply to Pre-K students.

Head Start Programs

If the PSU is the Head Start grantee or contracts with a Head Start grantee to directly provide the early childhood classroom setting, the enrolled pre-K students must be included in attendance reporting. The Head Start Collaboration Office can share a PSU Head Start grantee list as needed. PSUs that house Head Start classrooms through facilities agreements, but do not provide direct early childhood education services, must enroll the pre-K students in the SIS and identify the program demographics only.

Use the 1X — Nonobligatory Attendance Code

On days students **Are Not** expected to attend their pre-K program, use attendance code 1X: Nonobligatory. This code is available in all SIS instances as an Excused Absence code. The SIS will automatically calculate the attendance information necessary for state and Federal reporting.