

FIS Quick Sheet & Additional Guidance

Checking the headcount after a carry forward



At the start of each term, children are 'carried forward' from the previous term's headcount. These records **must** be checked and the following actions taken where appropriate:

(1) Remove children from the head count, if they are no longer attending your setting:

A. Simply click the **Request Delete** icon to remove a child from the headcount

	Status	Child	Fu (in
		Austin, Steve (02-Jun-2019)	

B. A prompt will pop up, asking you to confirm this action. Click **Yes** to confirm, **No** to cancel:

Request Delete

Are you sure you want to request the deletion of child: Austin, Steve from this headcount record?
Delete requests are automatically submitted but can be cancelled.

C. Once the LA receives and actions the request to delete, the child will disappear from your headcount.

(2) Ensure children are marked as present if they are still attending your setting:

A. Click on the child's name to edit the record:

	Status	Child
	Unsubmitted Claim	Austin, Steve (02-Jun-2019)

B. Click on the Funding tab and tick the Present during Census box if not already done:

Present during Census
Attends Two Days or More

