

Phase 2

Tool 1: Daily Session Attendance - Register Format

Cluster No: _____

Name of District: _____

Name of the Municipality/Rural Municipality: _____

Ward Name: _____

Ward Number: _____

Year: _____

Month: _____

Total members in this group: _____

Name of the group (Please v Mark):

Girls	Boys
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Type of Ward (Please v Mark)

Light	Intensive
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Participant ID	Name of the Participant	Age	Caste / Ethnicity	Religious background			Week 1 Date: No. & Name of the session:	Week 2 Date: No. & Name of the session:	Week 3 Date: No. & Name of the session:	Week 4 Date: No. & Name of the session:	Week 5 Date: No. & Name of the session:	Total number of sessions held in the month	Total number of sessions attended	At risk for drop-out identified:	Reason for absences	Date of the Home Visit:
				Muslim	Hindu	Others										
111. (example)	Seema Pasi	14		✓			✓	X	✓	X	X	5	2	✓		4/5/19

Participant ID	Name of the Participant	Age	Caste / Ethnicity	Religious background			Week 1	Week 2	Week 3	Week 4	Week 5	Total number of sessions held in the month	Total number of sessions attended	At risk for drop-out identified:	Reason for absences	Date of the Home Visit:
				Muslim	Hindu	Others	Date:	Date:	Date:	Date:	Date:					
							No. & Name of the session:	No. & Name of the session:	No. & Name of the session:	No. & Name of the session:	No. & Name of the session:					
Total Members Present (Enter column totals)																
Total members Absent (Enter column totals)																

PREPARED BY:

Signature: _____

Name: _____

Date: _____

GUIDANCE SHEET

This register format is for the SMs to keep a daily track of the girls who are present and absent from the group meetings as well as those at risk of dropping out. This register will be used by the SMs to fill in the monthly attendance sheet (Tool 1) for boys and girls. To fill this format in the register, the identification numbers or ID Numbers provided to each girl by IDA should be the same throughout the intervention. Thus, while developing the register formats, these numbers should be accurately written corresponding to each girls' name. In case the registers are moved, changed, copied etc., SM should be careful that the ID numbers and corresponding names remain the same throughout.

In the column asking for "No. & Name of the session:", please add the headline title of the session and the session number.

At the start of the group session, the SM will say out loud and clearly, the names of each participant one by one, and will put a "**check v Mark**" in front of the names of those who are present. For the participants who are not present, the SM will put a "**cross X Mark**" in front of the name of those participants. The total number of present and absent participants will be written for each session, at the end of the sheet.

If a girl is absent for two consecutive sessions, the girl will be considered a 'at risk of drop-out' and the SM will put a "**check v mark**" in front of the name of the participant in the column titles "At risk of Drop-out identified". Immediately after the absence from the second consecutive session, a Home Visit will be conducted by the SM using the Home Visit Guidelines and the Home-Visit format will be filled. A participant will be called a 'Confirmed Drop-out' after the she/he confirms after the second home visit, that she/he will not be coming to the group meetings anymore. If the participant returns to the group, but later again misses two consecutive sessions, she will again be marked as "at risk for drop-out" and another home visit will be conducted.

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