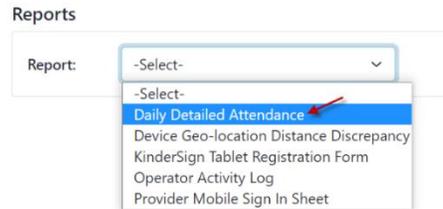
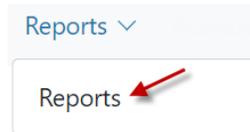


## KinderConnect – Printing and Exporting Attendance Data

To review attendance data in KinderConnect, you can export and print.

- A** Click **Reports** under Reports.
- B** Press the drop-down arrow and select the **Daily Detailed Attendance** report.
- C** Enter at least the required search parameters (indicated with a red asterisk \*). Entering information in other fields is optional.



Note: It is important to select the **Output Type** you would like to generate. This report can be generated in **PDF** and **CSV** format. Select **PDF** if you would like to view it as a Document. Select **CSV** if you would like to export the attendance data to a Microsoft Excel workbook.

- D** Press **View Report** to generate a PDF Document. Once the Report is generated, press **Open** from your browser to view the selected **PDF** format. Note: Depending on your browser, it might be different.



The sample below has been generated in .pdf format.

**Daily Detailed Attendance**  
Displays the time in and out, absences, professional days, and attendance hours for each child, for each day based on the days entered

Provider\* A DREAM COME TRUE PRESCHOOL AND LEARNING (P0000177801) Select >

Start Date\* 03/01/2023 📅

End Date\* 05/31/2023 📅

Only Submitted Attendance

Sort By\* Child Name ▼

Page Breaks\* No ▼

Case Number

Contract Type All Children ▼

Child Select >

Signature: Without Signature ▼

Notes: All transactions. show notes ▼

Output Type: PDF ▼

View Report

**Daily Detailed Attendance**  
Provider / All Attendance

Provider: A DREAM COME TRUE PRESCHOOL AND LEARNING Case Number:

Date Range: 3/1/2023 to 5/31/2023 Contract Type: All Children

Only Submitted: No Signature: Without Signature

Sort By: Child Name Notes: All Transactions, Show Notes

Page Breaks: No

Family Name	Child Name	Date	Check In	Signature	Note	Check Out	Signature	Note	PD Day	Absent	Hours
BROWN 14713833	BUTERBAUGH, HARLEY	03/20/23	05:00AM			10:00PM					17:00
	<b>Total:</b>		1							0	0 17:00
QUIJADA 7601305	QUIJADA, YALEXANDRA	03/20/23	02:00AM			05:00AM					03:00
	<b>Total:</b>		1							0	0 03:00
BROWN 14713833	SALCIDO, VALENTINA	03/20/23	10:00PM			11:30PM					01:30
	<b>Total:</b>		1							0	0 01:30
BROWN 13971876	WRIGHT, HARRISON	03/20/23	05:00PM			11:30PM					06:30
	<b>Total:</b>		1							0	0 06:30

- E** To print the **PDF** file, click on the printer icon in the right-hand corner of the screen.



Note: Depending on your browser, it might be different.

**F** When selecting **CSV**, the button **Export** will appear as an option. Click **Export** to generate a Microsoft Excel workbook. Once the Report is generated, press **Open** from your browser to view the selected **CSV** format.  
Note: Depending on your browser, it might be different.

**G** To print the **CSV** file, click **File** in the left-hand corner of the Microsoft Excel workbook. Under that tab, click **Print**.

