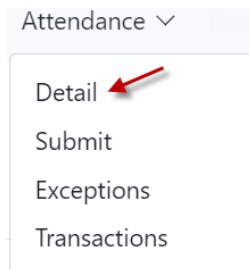


KinderConnect – How to Record an Absent Day

An **Absent** day is a day when a **Child** is not in care although scheduled to be.

A Press **Detail** under Attendance.




B Navigate to the child and the **Absent** day. Note that the system defaults to the period corresponding to the current date. To modify it, just type the desired date, click on the arrows next to the date or use the Calendar icon.



C Once the selected week is displayed, press the drop-down arrow corresponding to the **Absent** day.

Save Cancel Day of Non-Operation

< 9/14/2021 > Children Displayed Per Page 10 Sort Child Name

Child Name	Monday 9/13	Tuesday 9/14	Wednesday 9/15
Corbett, Becky Date of Birth: 12/1/2015 Case Number: FK205_Corbett Child: CIN_70852	In: <input type="text"/> Out: <input type="text"/> + Time Cells Daily Hours: 0:00 Absent: <input type="button" value="-Select-"/>  Sched: Varying: NonSchool (80:00) + Note	In: <input type="text"/> Out: <input type="text"/> + Time Cells Daily Hours: 0:00 Absent: <input type="button" value="-Select-"/> Sched: Varying: NonSchool (80:00) + Note	In: <input type="text"/> Out: <input type="text"/> + Time Cells Daily Hours: 0:00 Absent: <input type="button" value="-Select-"/> Sched: Varying: NonSchool (80:00) + Note
Hours Attended: 00:00			

D Click on the **Absent** drop-down to select and choose the reason for the **Absence**. **In** and **Out** times are not required for absences.

E Press **Save**.

F If, after setting a day to **Absent**, the Provider needs to provide care on that day, the **Absent** day can be removed and replaced with actual Attendance:

- You must deselect the **Absent** reason for each child under your care on that day by clicking on the blank field.
- Enter the correct **In** and **Out** times for each child under your care on that day.
- Press **Save**.

Monday 10/4

In:
Out:
+ Time Cells
Daily Hours: 0:00
Absent:

In:
Out:
+ Time Cells
Daily Hours: 0:00
Absent:

