

## KinderConnect - Backdating Attendance

Attendance that is missed can be added later within KinderConnect. All attendance must be entered or backdated before submitting attendance.

**A** Click **Detail** under Attendance.

Attendance ▾

- Detail ←
- Submit
- Exceptions
- Transactions
- Certify

**B** Find the child's name and select the times to add, change, or update under the corresponding 'In' and 'Out' fields. Make the necessary corrections and press **Save**.

**Missing Time**

In:                      Out:

09:15 am    ▲   

+ Time Cells

Daily Hours: 0:00

Absent:

Sched:  
Varying: NonSchool (00:00)

+ Note                      History

**C** The image below shows common errors made while entering attendance, which can generate an **Incomplete** status. Yellow boxes indicate missing **In** or **Out** times, while the pink boxes indicate incorrect sequence of arrival and departure times.

Valdace, Billy Date of Birth: 7/1/2015 Case Number: Child:	In:                      Out: ✓ 08:00 am    ✓ 04:00 pm + Time Cells Daily Hours: 8:00 Absent: <input type="text" value="-Select-"/> Sched: 7:00AM-6:00PM + Note                      History	Missing Time In:                      Out: 08:00 am    ▲ <input type="text"/> + Time Cells Daily Hours: 0:00 Absent: <input type="text" value="-Select-"/> Sched: 7:00AM-6:00PM + Note                      History	Invalid Time Pair In:                      Out: <input type="text"/> 03:00 pm 06:00 pm <input type="text"/> + Time Cells Daily Hours: 0:00 Absent: <input type="text" value="-Select-"/> Sched: 7:00AM-6:00PM + Note                      History	Missing Time In:                      Out: 12:00 am    02:00 pm ▲ <input type="text"/> 06:00 pm + Time Cells Daily Hours: 14:00 Absent: <input type="text" value="-Select-"/> Sched: 7:00AM-6:00PM + Note                      History	
	Hours Attended: 30:00				