KinderConnect – Submit Attendance

Attendance is submitted by child. To submit **Attendance** for payment:

A Click **Submit** under Attendance. Note that Attendance can be reviewed prior to submittal by clicking **Detail** under Attendance.

Attendance ⌄

Detail
Submit
Exceptions
Transactions
Staff
Certify
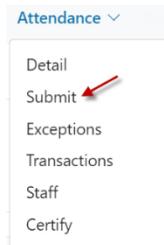
B Click *Submit* on the row that corresponds to the service month you would like to submit.

Submit	Recall	Note	Cycle Start	Cycle End	County	Unsubmitted	Submitted	Exceptions
Submit	Recall	Note	10/1/2021	10/31/2021	Ruth	4	0	Exceptions
Submit	Recall	Note	9/1/2021	9/30/2021	Ruth	4	0	Exceptions
Submit	Recall	Note	8/1/2021	8/31/2021	Ruth	4	0	Exceptions

If a child's attendance appears in red, without a *Submit* checkbox, and with an *Incomplete* status, the Provider needs to correct prior to submittal (refer to *KinderConnect – Correct Incomplete Attendance* QRC for more details).

C Click the *Submit* checkboxes next to the children for whom you would like to submit attendance. You can select all children by clicking the *Submit* checkbox in the title bar (click again to deselect).

Submit ☐	Correct	Child Name	Hours	Absences	Payment Note	Invoices	Returned By	Returned On	Attendance
☑		Corbett, Becky	27:00	0	Add Note	⬆			Attendance
☐		Corbett, Cassie	37:35	0	Add Note	⬆			Attendance

D Press **Save**.

E Review the terms and conditions and click on the check box if you agree. Press **Submit Attendance**.

Attendance Submittal

1. By submitting this attendance, I confirm that it is complete, true and accurate.
2. I will be responsible for any false, incomplete, misleading or erroneous information submitted.
3. I acknowledge that I will be responsible for full reimbursement of any overpayments that result from the submission of false, incomplete, misleading or erroneous information.
4. I understand and acknowledge that I may be prosecuted under any applicable Federal and State laws for submitting any false claims, statements, documents or for the concealment of material facts.

☑ I agree with the above terms and conditions

Cancel   Submit Attendance