

KinderConnect - Backdating Attendance

Attendance that is missed can be added later within KinderConnect. Any In/Out time not entered by the sponsor may be entered to cover previous days where they are missing. All attendance must be entered/corrected before submitting attendance to DES.

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: 09:15 am ⚠ Out:

+ Time Cells

Daily Hours: 0:00

Absent: -Select- ▾

Sched: Varying: NonSchool (00:00)

+ Note History

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

		Missing Time	Invalid Time Pair	Missing Time
	In:	In:	In:	In:
Aaa, Kid Age: 13Y 3M Case Number: 1234567 Child: 98765432 Hours Attended: 22:00	Out: 04:00 pr ✓ S 08:00 an ✓ S 04:00 pr + Time Cells Daily Hours: 8:00 Absent: -Select- ▾ Sched: Varying: NonSchool (00:00) + Note History	Out: ✓ S 08:00 an ⚠ + Time Cells Daily Hours: 0:00 Absent: -Select- ▾ Sched: Varying: NonSchool (00:00) + Note History	Out: 03:00 pr ✓ S 06:00 pr + Time Cells Daily Hours: 0:00 Absent: -Select- ▾ Sched: Varying: NonSchool (00:00) + Note History	Out: 02:00 pr ✓ S 12:00 am ✓ S 02:00 pr + Time Cells Daily Hours: 14:00 Absent: -Select- ▾ Sched: Varying: NonSchool (00:00) + Note History

Note: All attendance entered by the Provider will require Sponsor approval.