

KinderConnect - Correct Incomplete Attendance

If, after clicking **Submit** initially and selecting the desired service week, a child's attendance appears in red, without a **Submit** checkbox and with an **Incomplete** status, the Provider needs to correct prior to submittal.

Submit: Attendance Cycle (Arizona): 1/1/2025 - 1/31/2025

Attendance Not Yet Submitted: Show All

Submit	Correct	Child Name	Hours	Absences	Status	Invoices	Returned By	Returned On	Attendance
☐	Correct	JOHNSON, JACK		0	Incomplete	↓			Attendance
☐		JOHNSON, JILL	70:55	0	Ready	↓			Attendance

Cancel Save

A Click **Correct** to review.

B The example below shows the arrival time but no departure time. Take note of the date, then go to the **Attendance > Detail** page to make the necessary corrections.

Attendance Date	Error Description	Attendance
12/4/2024	Missing Time Out	In: ✓ 09:15 am Out: ⚠
		Absent: ⌵

C The image below shows examples of 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 on the times of arrival and departure.

Aaa, Kid Age: 13Y 3M Case Number: 1234567 Child: 98765432 Hours Attended: 22:00	In: ✓ S 08:00 am ✓ S 04:00 pm + Time Cells Daily Hours: 8:00 Absent: -Select- Sched: Varying: NonSchool (00:00) + Note History	Missing Time In: ✓ S 08:00 am ⚠ Out: ⚠ + Time Cells Daily Hours: 0:00 Absent: -Select- Sched: Varying: NonSchool (00:00) + Note History	Invalid Time Pair In: ⚠ ✓ S 03:00 pm Out: ✓ S 06:00 pm + Time Cells Daily Hours: 0:00 Absent: -Select- Sched: Varying: NonSchool (00:00) + Note History	Missing Time In: ✓ S 12:00 am ✓ S 02:00 pm Out: ✓ S 06:00 pm + Time Cells Daily Hours: 14:00 Absent: -Select- Sched: Varying: NonSchool (00:00) + Note History
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D Click on the desired time cell (box) you wish to correct. Remove any incorrect times or add time where missing. Press **Save** after making any corrections to update the attendance chart of the selected child.

Save
Cancel
Professional Day

Note: Any attendance entered by a Provider requires approval by the Sponsor in their app.