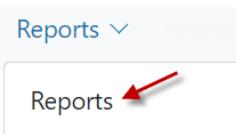


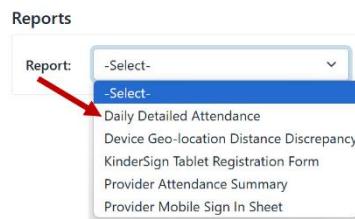
KinderConnect – Printing and Exporting Attendance Data

To review attendance data in KinderConnect, you can export and print.

A Click **Reports** under Reports.



B Press the drop-down arrow and select the **Daily Detailed Attendance** report.



C Enter the required search parameters (indicated with a red asterisk *). Entering information in other fields is optional.

Daily Detailed Attendance

Displays the time in and out, absences, professional days, and attendance hours for each child, for each day based on the days entered

Provider: ABC 123 ELMO CENTER

Start Date*: 10/01/2025

End Date*: 02/05/2026

Only Submitted Attendance

Sort By*: Child Name

Page Breaks*: No

Case Number

Contract Type: All Children

Child Group

Child: Select

Signature: Without Signature

Notes: All transactions, show notes

Output Type: PDF

View Report

Note: It is important to select the **Output Type** you would like to generate. This report can be generated in **PDF** and

CSV format. Select **PDF** if you would like to view it as a Document. Select **CSV** if you would like to export the attendance data to a Microsoft Excel workbook.

D Press **View Report** to generate a PDF Document. Once the Report is generated, press **Open** from your browser to view the selected **PDF** format. Note: Depending on your browser, it might be different.



The sample below has been generated in .pdf format.

Daily Detailed Attendance

Provider / All Attendance

Provider: ABC 123 ELMO CENTER

Date Range: 10/01/25 to 02/05/26

Only Submitted: No

Sort By: Child Name

Page Breaks: No

Case Number:

Contract Type: All Children

Child Group:

Signature: Without Signature

Notes: All Transactions, Show Notes

Family Name	Child Name	Date	Check In	Signature	Note	Check Out	Signature	Note	Absent Hours
SMITH 3012345	SMITH, BOB	10/01/25	08:38AM			05:53PM			09:15
		10/02/25	10:16AM			05:40PM			07:24
		10/03/25	09:09AM			04:56PM			07:47
		10/06/25	11:58AM			06:01PM			06:03
		10/07/25	10:16AM			05:44PM			07:28
		10/08/25	10:03AM			05:56PM			07:53
		10/09/25	10:46AM			05:25PM			06:39
		10/10/25	09:52AM			05:56PM			08:04

E To print the **PDF** file, click on the printer icon in the right-hand corner of the screen.



Note: Depending on your browser, it might be different.

F

When selecting **CSV**, the button **Export** will appear as an option. Click **Export** to generate a Microsoft Excel workbook. Once the Report is generated, press **Open** from your browser to view the selected **CSV** format.
Note: Depending on your browser, it might be different.

G

To print the **CSV** file, click **File** in the left-hand corner of the Microsoft Excel workbook. Under that tab, click **Print**.

