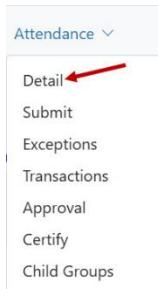


## KinderConnect – How to Record an Absent Day

An **Absent** is a day when a child was **scheduled to be in care but did not attend**.

**A** Press **Detail** under Attendance.



**B** Navigate to the child and the **Absent** day. Note that the system defaults to the period corresponding to the current date. To modify it, just type the desired date, click on the arrows next to the date, or use the Calendar icon.



**C** Once the correct date is showing, find the **Absent** field. Click the drop-down arrow next to **Absent:** and select **Absent**.

Child Name	Monday 12/31
SMITH, BOB Age: 2Y 4M Case Number: 3012345 Child: 18312345  Hours Attended: 00:00	<p>In: _____ Out: _____</p> <p>+ Time Cells</p> <p>Daily Hours: 0:00</p> <p>Absent: <b>-Select-</b> </p> <p>Sched: <b>-Select-</b> </p> <p>Varying: <b>Absent</b> </p> <p>+ Note</p>

**D** Once selected, the **In** and **Out** time fields will turn gray.

In:	Out:
_____	_____
<a href="#">+ Time Cells</a>	
Daily Hours: 0:00	
Absent: <b>Absent</b> 	
Sched:	
Varying: NonSchool (00:00)	
<a href="#">+ Note</a>	

**E** Press **Save**.



**F** If, after setting a day to **Absent**, you need to provide care on that day, the **Absent** day can be removed and replaced with actual attendance:

- In the **Absent** field, remove the **Absent** selection and choose **Select**.
- Enter the correct **In** and **Out** times.
- Press **Save**.

In:	Out:
_____	_____
<a href="#">+ Time Cells</a>	
Daily Hours: 0:00	
Absent: <b>-Select-</b> 	
Sched: <b>-Select-</b> 	
Varying: <b>Absent</b> 	
<a href="#">+ Note</a>	