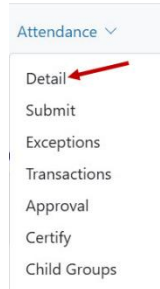


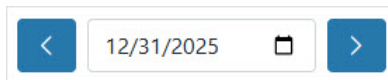
KinderConnect – How to Record an Absent Day

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.



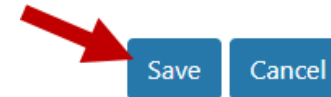
C Once the correct date is showing, find the Absent field. Click the drop-down arrow next to Absent: and select **Absent**.

A screenshot of a child's attendance record for Monday 12/31. The child's name is SMITH, BOB. The record shows fields for In and Out times, a Time Cells button, Daily Hours (0:00), and an Absent dropdown menu. The Absent dropdown is open, showing options: -Select-, -Select-, and Absent. A red arrow points to the 'Absent' option. Other fields include Case Number (3012345), Child (18312345), and Hours Attended (00:00).

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

A screenshot of the attendance record showing the In and Out time fields turned gray. The Absent dropdown is still open, showing the 'Absent' option. The Time Cells button is visible below the In and Out fields.

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**.

A screenshot of the attendance record showing the Absent field with the dropdown arrow highlighted by a red arrow. The dropdown menu is open, showing options: -Select-, -Select-, and Absent.