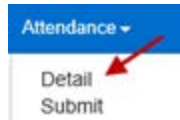


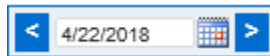
KinderConnect – How to Record an Absent Day

An **Absent** day is a day when a **Child** is not in care although scheduled to be.

- 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 selected week is displayed, press the drop-down arrow corresponding to the **Absent** day.

A screenshot of the main attendance record form. At the top, there are 'Save' and 'Cancel' buttons. Below them is a navigation bar with a date selector (4/22/2018), a 'Children Displayed Per Page' dropdown (set to 10), and a search field (Find: ABCDEFGHIJKL). The main content is a table with columns for 'Child Name', 'Sunday 4/22', 'Monday 4/23', and 'Tuesday 4/24'. The child's name is 'Gamil, Bev'. The table has sub-columns for 'In:' and 'Out:' times. For Monday 4/23, a red arrow points to a dropdown menu labeled 'Absent'.

Child Name	Sunday 4/22	Monday 4/23	Tuesday 4/24
Gamil, Bev	In: Out:	In: Out:	In: Out:
Date of Birth: 3/1/2012			
Case Number: L1			
Absent Count/Limit: 1/10			
Total Hours: 00:05	Daily Hours: 0:05	Daily Hours: 0:00	Daily Hours: 0:00
Hours Attended: 00:05	Absent:	Absent:	Absent:
Hours Absent: 00:00	Sched: Varying: NonSchool (25:00)	Sched: Varying: NonSchool (25:00)	Sched: Varying: NonSchool (25:00)
	Note	Note	Note

- D** Click on the **Absent** drop-down to select and choose the reason for the **Absence**. **In** and **Out** times are not required for absences.

A screenshot of the 'Monday 4/23' form. It shows 'In:' and 'Out:' time fields. Below them is a 'Daily Hours: 0:00' field and an 'Absent:' dropdown menu. The dropdown menu is open, showing the following options: 'Absent', 'Not Scheduled', 'Professional Days', and 'School Session Out'. A red box highlights the 'Absent' option.

- E** Press **Save**.