

KinderConnect – How to Record School Session Out

A **School Session Out** day is a day during the school year when a school-aged child is not able to attend classes due to an official school closure. Choosing **School Session Out** will cause the payment to not subtract core school hours.

Customized Schedules with the following categories will not be deducted when **School Session Out** is selected:

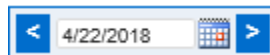
- Kindergarten AM
- Kindergarten PM
- Kindergarten Full Day
- School Age Full Day
- Early Learning Program
- Head Start
- ECE Program

Hours from Customized Schedules with all other categories will continue to be deducted even if **School Session Out** is selected.

A Press **Detail** under Attendance.



B Navigate to the Child and the day when the **School Session Out** took place. Note that the system defaults to the period corresponding to the current date. To modify, type the desired date, click on the arrows next to the date to move to previous or later weeks, or click on the **Calendar** icon.



For more information, visit www.ohiocctap.info, email us at supportOH@controltec.com or call us at 1-833-866-1708.

C Once on the selected week, press the drop-down arrow corresponding to the day the **School Session Out** took place.

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			
Daily Hours: 0:05	Daily Hours: 0:00	Daily Hours: 0:00	Daily Hours: 0:00
Absent:	Absent:	Absent:	Absent:
Total Hours 00:05	Absent	Absent	Absent
Hours Attended: 00:05	Sched: Varying: NonSchool (25:00)	Sched: Varying: NonSchool (25:00)	Sched: Varying: NonSchool (25:00)
Hours Absent: 00:00	Note	Note	Note

D Select **School Session Out**. **In** and **Out** time pairs are required for a **School Session Out** day.

E Press **Save**.