

KinderConnect - Recall Attendance

The **Provider/Program** uses this feature to **Recall** previously submitted attendance. Note that **Attendance** can only be recalled if it has not yet been processed by DCY.

A From the **Submit Attendance** page, click **Recall** for the billing period requiring changes.

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted	Exceptions
Submit	Recall	Note	4/8/2018	4/14/2018	Ohio	9	2	Exceptions

B Select the attendance you would like to modify by clicking on the corresponding checkbox. To select all, click on the check box located in the header row (click again to deselect).

<input type="checkbox"/> Recall	Child Name	Hours	Absences	Status	Submitted By	Submitted On	Attendance
<input type="checkbox"/> Recall	Gamil, Alby	28:29	0	Submitted	Admin, System	04/26/2018	Attendance
<input checked="" type="checkbox"/> Recall	Gamil, Candi	00:03	0	Submitted	Admin, System	04/26/2018	Attendance

C Press **Save** and the child's attendance will revert to the **Unsubmitted** column (as seen in the image below).

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted	Exceptions
Submit	Recall	Note	4/8/2018	4/14/2018	Ohio	10	1	Exceptions

D The **Provider/Program** can now edit the **Attendance** for this week and **Child**. Make sure to resubmit the **Attendance** once all the corrections have been made.