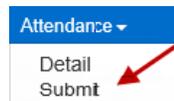


KinderConnect - Submit Attendance

Attendance is submitted by child. To submit **Attendance** for payment:

- A** Click **Submit** under Attendance. Note that Attendance can be reviewed prior to submittal by clicking **Detail** under Attendance.



- B** Click **Submit** on the row which corresponds to the service week you would like to submit.

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted
Submit	Recall	Note	6/24/2018	6/30/2018	Ohio	2	0
Submit	Recall	Note	6/17/2018	6/23/2018	Ohio	2	0
Submit	Recall	Note	6/10/2018	6/16/2018	Ohio	2	0

If a child's attendance appears in red, without a **Submit** checkbox and with an **Incomplete** status, the Provider needs to correct prior to submittal (refer to *KinderConnect – Correct Incomplete Attendance* QRC for more details).

- C** Click the **Submit** checkboxes next to the children for whom you would like to submit attendance. You can select all children by clicking the **Submit** checkbox in the title bar (click again to deselect).

Submit	Correct	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
<input type="checkbox"/>		Adams, Peter	11:00	0	Ready			Attendance
<input checked="" type="checkbox"/>		Brown, Blair	04:00	0	Ready			Attendance

- D** Press **Save**.

- E** Review the terms and conditions and click on the check box if you agree. Press **Submit Attendance**.



NOTES: If **Attendance** is not submitted by the Saturday at the end of the fourth week after the week of service, KinderConnect will automatically submit all valid time pairs. KinderConnect will generate errors when submitting, among others, incomplete **Attendance** or **Attendance** that corresponds to children of school age that do not have an associated **Customized Schedule**, if during the school year as defined by DCY (first Sunday in September through last Saturday in May), preventing **Attendance** submission until the children are associated to a **Customized Schedule**. For additional information refer to *KinderConnect – Add/Delete A Customized Schedule* from a Child Detail QRC.