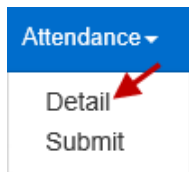


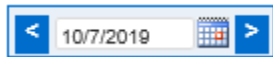
KinderConnect – How to Record an Absent Day

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.



Child Name	Sunday 10/6	Monday 10/7	Tuesday 10/8
DeWitt, Willie Date of Birth: 3/3/2013 Case Number: Total Hours 00:00 Hours Attended: 00:00	In: Out: Daily Hours: 0:00 Absent: Sched: Full Cost Note	In: Out: Daily Hours: 0:00 Absent: Sched: Full Cost Note	In: Out: Daily Hours: 0:00 Absent: Sched: Full Cost 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.

- E** Press **Save**.

- F** If, after setting a day to **Absent**, the Provider needs to provide care on that day, the **Absent** day can be removed and replaced with actual Attendance:

- You must deselect the **Absent** reason for each child under your care on that day by clicking on the blank field.
- Enter the correct **In** and **Out** times for each child under your care on that day.
- Press **Save**.