

KinderConnect – How to Record School Session Out

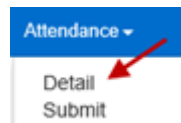
A **School Session Out** day is a day during the school year when a school-aged child is not able to attend classes due to an official school closure. Choosing **School Session Out** will cause the payment to not subtract core school hours.

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

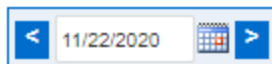
- Kindergarten AM
- Kindergarten PM
- Kindergarten Full Day
- School Age Full Day
- Early Learning Program
- Head Start
- ECE Program

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.



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

Child Name	Sunday 11/22	Monday 11/23	Tuesday 11/24
Aarons, Andy Date of Birth: 5/1/2011 Case Number: 202 Absences: 7/11/20 UAN: (1235) - 10/29/2020 Total Hours: 00:00 Hours Attended: 00:00	In: <input type="text"/> Out: <input type="text"/> Daily Hours: 0:00 Absent: <input type="text"/> Sched: Varying: NonSchool (40:00)	In: <input type="text"/> Out: <input type="text"/> Daily Hours: 0:00 Absent: <input type="text"/> Sched: Varying: NonSchool (40:00)	In: <input type="text"/> Out: <input type="text"/> Daily Hours: 0:00 Absent: <input type="text"/> Sched: Varying: NonSchool (40:00)

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

E Press **Save**.