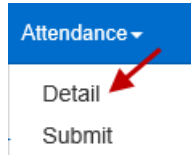


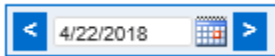
KinderConnect – Adding Attendance after a day is set to Professional Day

After using the **Professional Day** button to apply the absence type to all children in their care, Providers can remove the **Professional Day** and replace with other attendance types.

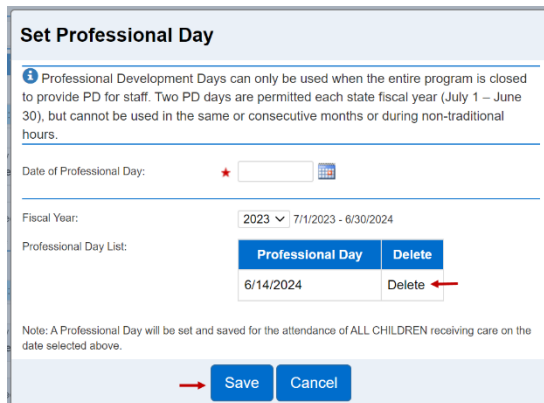
A Press **Detail** under Attendance.



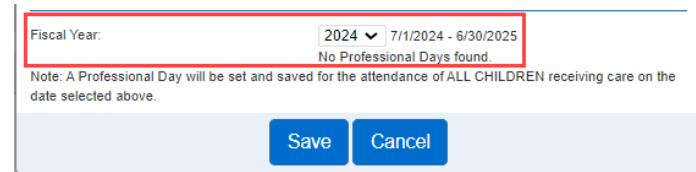
B Navigate to the day when the **Professional Day** took place. Note that the system defaults to the period corresponding to the current date. To modify, type the desired date, click on the arrows next to the date to move to previous or later weeks, or click on the **Calendar** icon.



C Since the selection of a **Professional Day** makes the **In** and **Out** fields inactive (greyed out), you first have to press the **Professional Day** button. From the **Professional Day** pop-up screen, delete the day and press **Save**.

A screenshot of a "Set Professional Day" pop-up screen. At the top, there is a blue header with the title "Set Professional Day". Below the header is a blue information icon followed by a paragraph of text: "Professional Development Days can only be used when the entire program is closed to provide PD for staff. Two PD days are permitted each state fiscal year (July 1 – June 30), but cannot be used in the same or consecutive months or during non-traditional hours." Below this text is a form with the following fields: "Date of Professional Day:" with a red asterisk, a date input field, and a calendar icon; "Fiscal Year:" with a dropdown menu showing "2023" and a date range "7/1/2023 - 6/30/2024"; and "Professional Day List:" which contains a table with two columns: "Professional Day" and "Delete". The table has one row with the date "6/14/2024" and a "Delete" button next to it, which has a red arrow pointing to it. At the bottom of the screen, there is a note: "Note: A Professional Day will be set and saved for the attendance of ALL CHILDREN receiving care on the date selected above." and two buttons: "Save" and "Cancel".

Note: Confirm that the current fiscal year is selected. The professional day will not show up otherwise.

A screenshot of a "Fiscal Year:" dropdown menu. The dropdown is open, showing the selected year "2024" and the date range "7/1/2024 - 6/30/2025". Below the dropdown, it says "No Professional Days found." and a note: "Note: A Professional Day will be set and saved for the attendance of ALL CHILDREN receiving care on the date selected above." At the bottom of the form are two buttons: "Save" and "Cancel".

D You can now enter the correct **In** and **Out** times in the appropriate fields for each child under your care on that day.

E Press **Save**.