

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.

School Session Out is only utilized on the weekdays (M-F), when the school is out of session.

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

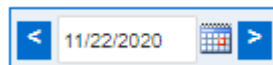
Hours from Customized Schedules with all other categories will continue to be deducted even if **School Session Out** is selected.


A Press **Detail** under Attendance.



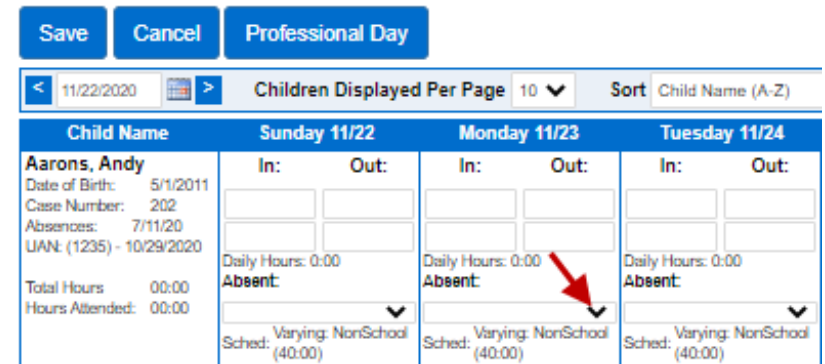
Attendance ▾
Detail
Submit

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.



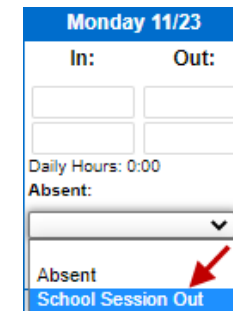
< 11/22/2020 > 

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: Out: Daily Hours: 0:00 Absent: Sched: Varying: NonSchool (40:00) | In: Out: Daily Hours: 0:00 Absent: Sched: Varying: NonSchool (40:00) | In: Out: Daily Hours: 0:00 Absent: Sched: Varying: NonSchool (40:00) |

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



Monday 11/23
In: Out:
Daily Hours: 0:00
Absent:
Absent
School Session Out

E Press **Save**.