

KinderSign – How to Enter Missing Attendance

A Use the keypad to enter your 10-digit telephone number. Tap **Next**.

B Enter your 4-digit **PIN** and tap **Verify**.

C From the **Activities** screen, tap **Attendance**.

D Tap **Authenticate** to snap a photo and proceed to the check-in screen.

E Tap on the **Missed** tab to view all missed attendance.

F A list of missed attendance will appear. Tap **Check In** or **Check Out**.

G Scroll to the correct time **In** or **Out**, then tap **OK**.

H Once done press **Submit**.

I A message will display stating attendance was successfully submitted for missed days.



Attendance successfully submitted for missed days