

## 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.

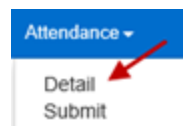
**School Session Out** is only utilized on the weekdays (M-F), when the school is out of session.

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

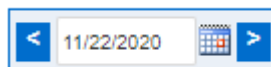
- Kindergarten AM
- Kindergarten PM
- Kindergarten Full Day
- School Age Full Day
- Early Learning Program
- Head Start
- Ohio Preschool Program

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.

A screenshot of a child's attendance record in the system. At the top are buttons for 'Save', 'Cancel', and 'Professional Day'. Below is a navigation bar with the date '11/22/2020', a calendar icon, and options for 'Children Displayed Per Page' (set to 10) and 'Sort' (set to 'Child Name (A-Z)'). The main table shows attendance for 'Aarons, Andy' across three days: Sunday 11/22, Monday 11/23, and Tuesday 11/24. For Monday 11/23, the 'Absent' dropdown menu is open, and 'School Session Out' is selected, indicated by a red arrow.

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

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

A close-up screenshot of the attendance record for Monday 11/23. It shows the 'In:' and 'Out:' fields, 'Daily Hours: 0:00', and the 'Absent:' dropdown menu. The 'School Session Out' option is selected and highlighted with a red arrow.

**E** Press **Save**.