

KinderConnect – Submitting Attendance

- A** All attendance will be submitted automatically. Since attendance can only be backdated **9 days** from the service date, it is recommended for Providers to review attendance throughout the service period.
- B** Providers using their Child Care Management System (CCMS) should review and export their attendance to KinderConnect *before* the attendance submit date for each service period. **Note:** Attendance must be manually sent from the CCMS to KinderConnect, once the attendance is in KinderConnect it will be automatically submitted.
- C** Once the attendance time entries are grayed out, you cannot edit the attendance. The system notifies you that the time has been submitted by displaying green time entries with a check mark.

Child Name	Monday 7/28	Tuesday 7/29	Wednesday 7/30	Thursday 7/31	Friday 8/1	Saturday 8/2	Sunday 8/3
Tanner, Michelle Date of Birth: 3/3/2022 Case Number: Child	In: Out: Daily Hours: 0:00 Absent: -Select- Sched: 6:00AM-6:00PM Hours Attended: 0:00	In: Out: Daily Hours: 0:00 Absent: -Select- Sched: 6:00AM-6:00PM Hours Attended: 0:00	In: Out: Daily Hours: 0:00 Absent: -Select- Sched: 6:00AM-6:00PM Hours Attended: 0:00	In: Out: Daily Hours: 0:00 Absent: -Select- Sched: 6:00AM-6:00PM Hours Attended: 0:00	In: Out: Daily Hours: 0:00 Absent: -Select- Sched: 6:00AM-6:00PM Hours Attended: 0:00	Sched	Sched
Tanner, Stephanie Date of Birth: 2/19/2020 Case Number: Child	In: Out: Daily Hours: 0:00 Absent: -Select- Sched: 6:00AM-6:00PM Hours Attended: 18:00	In: Out: Daily Hours: 9:00 Absent: -Select- Sched: 6:00AM-6:00PM Hours Attended: 18:00	In: Out: Daily Hours: 9:00 Absent: -Select- Sched: 6:00AM-6:00PM Hours Attended: 18:00	In: Out: Daily Hours: 9:00 Absent: -Select- Sched: 6:00AM-6:00PM Hours Attended: 18:00	In: Out: Daily Hours: 9:00 Absent: -Select- Sched: 6:00AM-6:00PM Hours Attended: 18:00	Sched	Sched

Review Meanings of Colors on the Attendance Detail Screen QRC for more details.