

## KinderConnect – Review and Update Child Attendance Details - For Providers

Use the Attendance > Detail page to review attendance.

**Note:** Attendance is automatically submitted after 10 days. For example, attendance from January 5<sup>th</sup> will be submitted on January 15<sup>th</sup>.

**A** Press **Detail** under Attendance.



Attendance ▾

Detail

Submit

**Note:** If you are associated with multiple providers, use the drop-down to switch between them. Otherwise, the Provider field will remain locked.

**Attendance Detail**

Provider:	ABC Child Care (Virginia) 
Display:	ABC Child Care (Virginia) ABC Creative Academy (155179721) (Virginia)
Contract Type:	All Children 

**B** Use the back and forward arrows to navigate between different weeks. You can also use the calendar to select a week of attendance or manually enter a date in the date field.

< 11/18/2025 >

**C** Review attendance as needed. It is recommended that providers review attendance throughout the service period. Once attendance entries are grayed out, you can no longer edit.

<div> <div>11/18/2025</div> <div>Children Displayed Per Page 10</div> <div>Sort Child Name (A-Z)</div> <div>Search...</div> </div>													
Child Name		Monday 11/17		Tuesday 11/18		Wednesday 11/19		Thursday 11/20		Friday 11/21		Saturday 11/22	Sunday 11/23
<b>Training - TL Child11</b> Date of birth: 6/14/2020 Case Number: 123411 Child		<div> <div>In</div> <div>Out</div> </div>		<div> <div>In</div> <div>Out</div> </div>		<div> <div>In</div> <div>Out</div> </div>		<div> <div>In</div> <div>Out</div> </div>		<div> <div>In</div> <div>Out</div> </div>		Sched	Sched
<div> <div>+ Time Cells</div> <div>Daily hours: 8:00</div> </div>		<div> <div>+ Time Cells</div> <div>Daily hours: 8:00</div> </div>		<div> <div>+ Time Cells</div> <div>Daily hours: 8:00</div> </div>		<div> <div>+ Time Cells</div> <div>Daily hours: 8:00</div> </div>		<div> <div>+ Time Cells</div> <div>Daily hours: 8:00</div> </div>		<div> <div>+ Time Cells</div> <div>Daily hours: 8:00</div> </div>			
<div> <div>Absent</div> <div>Select</div> </div>		<div> <div>Absent</div> <div>Select</div> </div>		<div> <div>Absent</div> <div>Select</div> </div>		<div> <div>Absent</div> <div>Select</div> </div>		<div> <div>Absent</div> <div>Select</div> </div>		<div> <div>Absent</div> <div>Select</div> </div>			
Sched 7:00AM - 3:00PM		Sched 7:00AM - 3:00PM		Sched 7:00AM - 3:00PM		Sched 7:00AM - 3:00PM		Sched 7:00AM - 3:00PM		Sched 7:00AM - 3:00PM			
<div> <div>+ Note</div> <div>History</div> </div>		<div> <div>+ Note</div> <div>History</div> </div>		<div> <div>+ Note</div> <div>History</div> </div>		<div> <div>+ Note</div> <div>History</div> </div>		<div> <div>+ Note</div> <div>History</div> </div>		<div> <div>+ Note</div> <div>History</div> </div>			
Hours attended: 1:55													

**D** If editing attendance, for example entering a missing time, click inside the time cell to edit/enter the time.

**Tuesday 11/18**

**Missing Time**

In:	Out:
08:00 am	

+ Time Cells

Daily Hours: 0:00

Absent: -Select-

Sched: 7:00AM-3:00PM

+ Note

[History](#)

**E** Once done, click **Save**.

Save Cancel

**F** Click **History** on the lower right of a day to review the details of all **In** and **Out** times entered and of any changes made to the attendance.

**Tuesday 11/18**

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**In:**  **Out:**


✓ ☐ **+ Time Cells**

Daily Hours: 7:00

**Absent:**

**Sched:**  
7:00AM-3:00PM

**+ Note** **Histor**



Note: The **History** will display deleted attendance records in gray.