

## 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 11/10	Tuesday 11/11	Wednesday 11/12	Thursday 11/13	Friday 11/14	Saturday 11/15	Sunday 11/16
<b>Smith, Child 1</b> Date of Birth: 11/6/2016 Case Number: 523731234 Child: 1383461234	In: 11:37 am Out: 11:45 am Daily Hours: 0:08 Absent: -Select- Sched: Varying School (00:00) Hours Attended: 00:08	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: -Select- Sched: Varying School (00:00) Hours Attended: [ ]	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: -Select- Sched: Varying School (00:00) Hours Attended: [ ]	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: -Select- Sched: Varying School (00:00) Hours Attended: [ ]	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: -Select- Sched: Varying School (00:00) Hours Attended: [ ]	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: -Select- Sched: Varying School (00:00) Hours Attended: [ ]	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: -Select- Sched: Varying School (00:00) Hours Attended: [ ]
<b>Collins, Child 2</b> Date of Birth: 11/6/2020 Case Number: 523731235 Child: 1893321234	In: 11:37 am Out: 11:45 am Daily Hours: 0:08 Absent: -Select- Sched: Varying School (00:00) Hours Attended: 00:08	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: -Select- Sched: Varying School (00:00) Hours Attended: [ ]	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: -Select- Sched: Varying School (00:00) Hours Attended: [ ]	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: -Select- Sched: Varying School (00:00) Hours Attended: [ ]	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: -Select- Sched: Varying School (00:00) Hours Attended: [ ]	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: -Select- Sched: Varying School (00:00) Hours Attended: [ ]	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: -Select- Sched: Varying School (00:00) Hours Attended: [ ]

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