

KinderConnect – KinderBridge (API)/CCMS Submitting Attendance

All attendance will be submitted automatically to the state **7 days after the 2-week service period** has ended.

Providers using their CCMS should review attendance for corrections *before* exporting to KinderConnect.

The service period is **Monday through Sunday**. For example, the service period from the 2nd to the 15th will be automatically submitted on the 22nd.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Diagram illustrating the 2-week service period and attendance submission date. The service period is highlighted in yellow with a red double-headed arrow spanning from Monday, the 2nd, to Sunday, the 14th. A red box on Sunday, the 22nd, is labeled "Attendance Submitted".

All attendance should be exported to KinderConnect ***before*** the attendance submit date for each service period. **The system will process all attendance regardless of status (ex. missing, incomplete or invalid).**

Once submitted, the attendance detail will change that week's background to green.

Submitted	Submitted	Submitted
In: Out:	In: Out:	In: Out:
✓ 07:18 am ✓ 04:12 pm	✓ 10:12 am ✓ 04:46 pm	✓ 09:12 am ✓ 04:26 pm
+ Time Cells	+ Time Cells	+ Time Cells
Daily Hours: 8:54	Daily Hours: 6:34	Daily Hours: 7:14