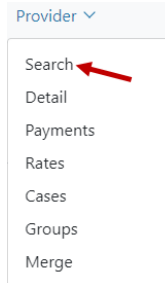


KinderConnect – Board Admin Enters Attendance

The parent/sponsor should enter all attendance, but in some cases, Board Administrators can modify attendance.

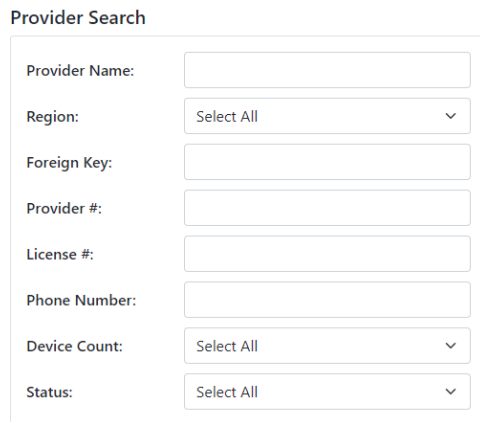
A Click **Search** under Provider.



Provider ▾

- Search
- Detail
- Payments
- Rates
- Cases
- Groups
- Merge

B Enter the Provider's information in the **Search** fields.



Provider Search

Provider Name:

Region:

Foreign Key:

Provider #:

License #:

Phone Number:

Device Count:

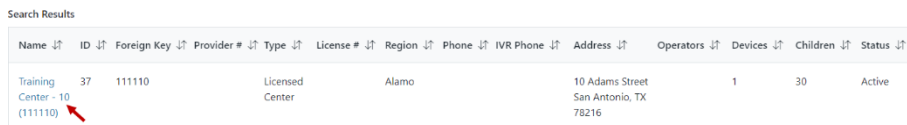
Status:

C Click **Search**.



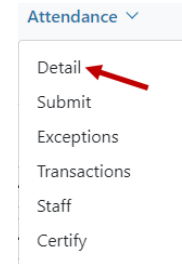
Search Clear

D Click on the Provider's name from the Search Results.



Name	ID	Foreign Key	Provider #	Type	License #	Region	Phone	IVR Phone	Address	Operators	Devices	Children	Status
Training Center - 10 (1111110)	37	1111110		Licensed Center		Alamo			10 Adams Street San Antonio, TX 78216	1	30		Active

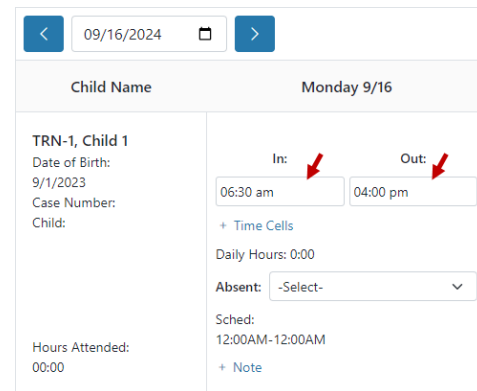
E Click **Detail** under Attendance.



Attendance ▾

- Detail
- Submit
- Exceptions
- Transactions
- Staff
- Certify

F To add/edit the time a child arrived, enter the time in the **In** box. Be sure to include AM or PM.



< 09/16/2024 >

Child Name Monday 9/16

TRN-1, Child 1
Date of Birth: 9/1/2023
Case Number:
Child:

In: 06:30 am Out: 04:00 pm

+ Time Cells

Daily Hours: 0:00

Absent: -Select-

Sched: 12:00AM-12:00AM

Hours Attended: 00:00

+ Note

To add/edit the time a child left, enter the time in the **Out** box. Be sure to include AM or PM.

G Press **Save** after attendance is entered.



Save Cancel Professional Day

Note: A Region Board Administrator can Enter, Edit, and Save attendance within the 6-day backdating policy. Attendance cannot be edited after 6 days.