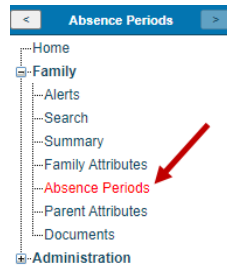


KinderTrack – How to Add an Absence Period

Use the **Family > Absence Periods** page to track scheduled absences such as vacations.

- A** Press **Absence Periods** under **Family**.



- B** Select the **Child** in the **Child** drop-down menu.

A screenshot of the 'New' form in KinderTrack. The 'Child' drop-down menu is open, showing 'Sample Child' as the selected option. A red arrow points to the 'Child' drop-down menu. The form also displays 'Family Name: Sample Family', 'Case Number: 123123123', and 'Child's Age: 10 months'. Below the 'Child' drop-down, there is a 'Schedule' drop-down menu with 'Sample Child' selected. At the bottom, there is a table with columns: \$, Start, End, Note, Type, and Absence Code.

- C** Select a **Schedule** in the **Schedule** drop-down menu.

A screenshot of the 'New' form in KinderTrack. The 'Schedule' drop-down menu is open, showing 'Sample Schedule' as the selected option. A red arrow points to the 'Schedule' drop-down menu. The form also displays 'Family Name: Sample Family', 'Case Number: 123123123', and 'Child's Age: 10 months'. Below the 'Schedule' drop-down, there is a table with columns: \$, Start, End, Note, Type, and Absence Code.

- D** Press **New**. 

- E** Enter the schedule's information in the required fields marked by a **red asterisk (*)**.

A screenshot of the 'New' form in KinderTrack. The 'Start Date' and 'End Date' fields are marked with red asterisks and have calendar icons. The 'Attendance Type' and 'Absence Code' fields are also marked with red asterisks. A red arrow points to the 'Attendance Type' field. The 'Notes' field is a large text area below the date fields.

- F** The **Absence Code** drop-down menu becomes available when **Excused** is selected in the **Attendance Type** drop-down menu.

A screenshot of the 'New' form in KinderTrack. The 'Attendance Type' drop-down menu is open, showing 'Excused' as the selected option. The 'Absence Code' drop-down menu is also open, showing options: Present, Provider Non-Op, and Sick. A red arrow points to the 'Absence Code' drop-down menu. The 'Start Date' and 'End Date' fields are marked with red asterisks and have calendar icons. The 'Notes' field is a large text area below the date fields.

- G** Press **Save**. 