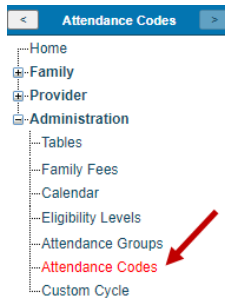


KinderTrack – Add an Attendance Code

- A** Press **Attendance Codes** under **Administration**.



- B** Press **New**. 

- C** Enter the appropriate information into the enabled fields. A **Red asterisk (*)** indicates a required field.

A screenshot of the 'Add Attendance Code' form. At the top, there is a header bar with the title 'Attendance Codes'. Below the header, there is a form with several fields. The first field is 'Attendance Code:' with a dropdown menu. Below it is '*Effective Date:' with a text input field containing '8/11/2023' and a calendar icon. The main body of the form is divided into two columns. The left column contains: '*Description:' with a text input field, '*Display Code:' with a text input field, '*Display Color:' with a text input field, 'Note:' with a text input field, '*Attendance Group:' with a dropdown menu showing 'Select >>', '*Status:' with a dropdown menu, 'Absent:' with a checkbox, and 'KinderConnect Code:' with a dropdown menu. The right column contains a list of checkboxes: 'Parent Fee Required:', 'Reimbursable:', 'Provider Absence:', 'Contracted:', 'Reimburse Not Scheduled:', and 'Override Daily Limit:'. All checkboxes are currently unchecked.

- D** Check the appropriate check boxes to configure the **Attendance Codes** for reporting and payment purposes.

Parent Fee Required: ☐
Reimbursable: ☐
Provider Absence: ☐
Contracted: ☐
Reimburse Not Scheduled: ☐
Override Daily Limit: ☐

- E** Press **Save**. 