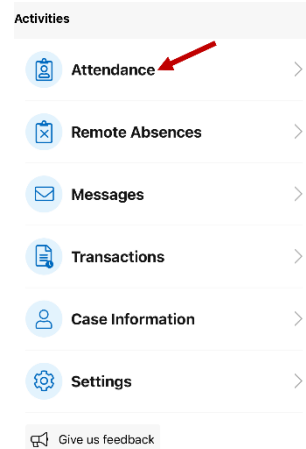


# KinderSmart – View and Enter Missing Attendance

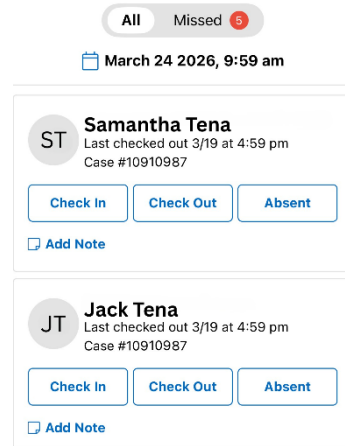
**A** Open the KinderSmart app on your phone. Note that the phone must already be registered with your Provider.

**B** On the **Activities** screen, tap **Attendance**.

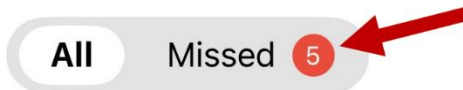


**C** If you are within **150 feet** of your provider's location, a list of your children will appear on the screen.

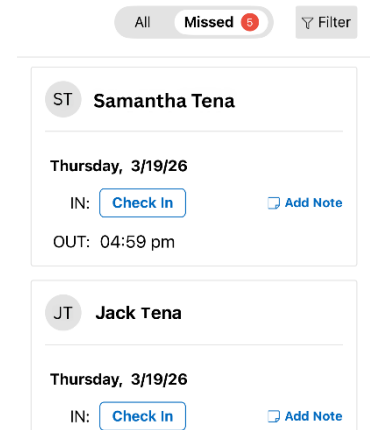
Note: If you are NOT within 150 feet of your provider's location, you will be prompted to scan the **Provider Mobile Sign In sheet** QR Code available on-site at the provider location.



**D** Tap the **Missed** tab at the top.

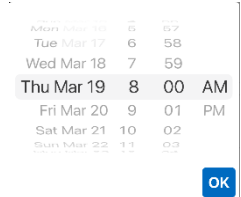


**E** A list of missed attendance will appear.

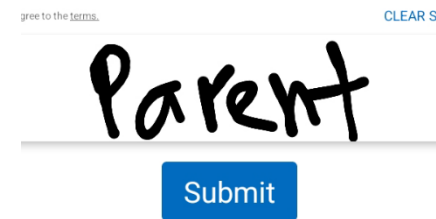


**F** Select **Check In** or **Check Out** by tapping the corresponding box(es) to enter the missing attendance.

**G** Use your finger to roll until you have lined up the desired date, hour, minutes, and AM/PM. Then tap, **OK**.



**H** Sign and tap **Submit**.



**I** A confirmation message will appear, and the screen will return to **Activities**.



Attendance successfully submitted for missed days