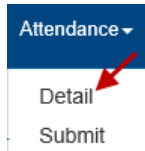


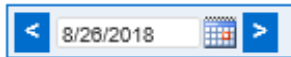
## KinderConnect – Recording Absences

An **Absence** is the time when children are not in your care at a time when they are scheduled to attend.

**A** Click **Detail** under Attendance.



**B** Navigate to the child and the day of the **Absence**.  
 Note: KinderConnect defaults to the current week. To modify it, just type the desired date, click on the arrows next to the date or use the Calendar icon.

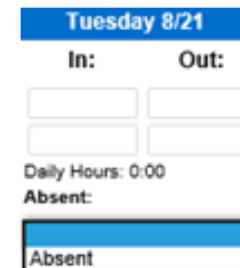


**C** Once the selected week displays, press the drop-down arrow corresponding to the day the **Absence** took place.



Child Name	Monday 5/27	Tuesday 5/28	Wednesday 5/29
<b>Abdul, De'Vonne</b> Date of Birth: 4/5/2017 DCN: DCN_Vonne	In: <input type="text"/> Out: <input type="text"/> Daily Hours: 0:00 Absent: <input type="text"/> <input type="text"/> Note	In: <input type="text"/> Out: <input type="text"/> Daily Hours: 0:00 Absent: <input type="text"/> <input type="text"/> Note	In: <input type="text"/> Out: <input type="text"/> Daily Hours: 0:00 Absent: <input type="text"/> <input type="text"/> Note

**D** Press on the **Absent** drop-down arrow to select the absence. **In** and **Out** times should not be entered on a day a child is absent.



**E** Press **Save**.

**F** If, after setting a day to **Absent**, you need to provide care on that day, the **Absent** can be removed and replaced with actual Attendance:

- You must remove the **Absent** for each child in care that day by clicking on the blank field.
- Press **Save**.

