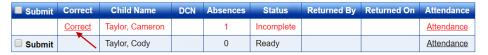
KinderConnect – Common Attendance Errors

If, after clicking **Submit** initially and selecting the desired billing cycle, a child's attendance appears in red, without a **Submit** checkbox and with an **Incomplete** status, the **Provider** or the Sponsor needs to correct prior to submittal. The **Sponsor** needs to approve any changes made by the **Provider** prior to submittal.



Click **Correct** to review.

The example below shows the arrival time but no departure time. Make the necessary corrections and press **Save**.



The image below shows examples of common errors made while entering attendance which can generate an *Incomplete* status.



Yellow boxes indicate missing In or Out times.

Red boxes indicate that there is an error in the attendance record. Example: The *Out* time is before the *In* time.

Refer to KinderConnect – Meaning of Colors on the 'Enter Attendance' Screen QRC for additional details.

Attendance can be corrected from either opening the
Attendance > Details page or by clicking Attendance from the
Attendance > Submit page. Notes: Corrections to attendance
can only be made within the first forty-five days. You can only
enter one In or Out time for each time pair per child per day.



The system defaults to the period corresponding to the current date. To modify, type the desired date, click < or > to select a previous or a later week, or use the Calendar button to select. Remember that you can only backdate up to fifteen calendar days.

Make the necessary corrections.



G Press Save.