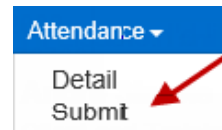


## KinderConnect - Submit Attendance

To submit **Attendance** for payment:

- A** Press **Submit** under Attendance.



- B** Click **Submit** on the row that corresponds to the service month you would like to submit.

Submit	Note	Cycle Start	Cycle End	Unsubmitted	Submitted
Submit	Note	5/1/2019	5/31/2019	5	0

- C** Click the **Submit** checkboxes next to the name of the children for whom you would like to submit attendance. You can select all children by clicking the **Submit** checkbox in the title bar (click again to deselect).

<input type="checkbox"/>	Correct	Child Name	DCN	Absences	Status	Returned By	Returned On	Attendance
<input checked="" type="checkbox"/>		SMITHY, JOHNNY	9876543219	0	Ready			Attendance
<input type="checkbox"/>	Correct	LAST, DAISY	1234567891	0	Incomplete			Attendance

- D** Press **Save**.

Note: If submitting attendance with **Pending** or **Incomplete** status, KinderConnect will issue a warning message and ask you to confirm you want to proceed. Attendance submissions with **Pending** or **Incomplete** status will not be eligible for payment. If you need to correct **Attendance**, refer to the KinderConnect – Correct Attendance QRC for additional information.

- E** Review the terms and conditions and click on the check box that you agree. Press **Submit Attendance**.

