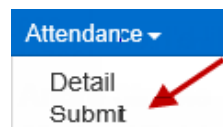


KinderConnect - Submit Attendance

Providers have **60** days to submit attendance. Be sure to review all entries on the **Attendance > Detail** page before submitting, as no changes can be made after submission. Once submitted, attendance will be processed for payment. To submit **Attendance** follow the steps below:

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).

☐ Submit	Correct	Child Name	DCN	Absences	Status	Returned By	Returned On	Attendance
☒ Submit		SMITHY, JOHNNY	9876543219	0	Ready			Attendance
☐ Submit	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**.

A screenshot of a form with a checked checkbox and the text "I agree with the above terms and conditions". Below this are two buttons: "Submit Attendance" and "Cancel". A red arrow points to the checkbox, and another red arrow points to the "Submit Attendance" button.