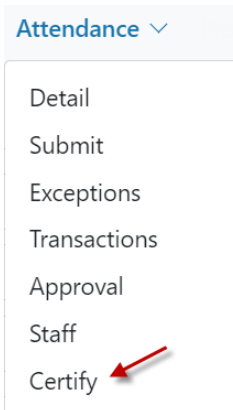


KinderConnect – Certify Attendance

Once the attendance for a child in a given month is accurate and complete, providers must Certify attendance to request the parent's signature. Attendance cannot be submitted for payment until the parent has signed the Attendance Sheet.

A Click **Certify** under Attendance.



B After the **Provider** and the parents complete all entries or necessary corrections to the attendance, the **Attendance > Certify** page lists all the attendance pending certification.

Certify Attendance

Provider: AA Child Care (test) (San Diego) ▼

Certify	Attendance Cycle	Certified	Uncertified
Certify	10/1/2021 - 10/31/2021	0	1
Certify	5/1/2021 - 5/31/2021	2	2
Certify	1/1/2021 - 1/31/2021	3	0

C Click on the **Certify** corresponding to the **Attendance Cycle** that you would like to certify.

D Click the **Certify** checkboxes corresponding to the names of each child whose attendance you would like to certify. You can select all children by clicking the **Certify** checkbox in the title bar (click again to deselect). Selecting one or more children enables the **Request Signatures** button.

Certify Detail - Attendance Cycle 9/1/2021 - 9/30/2021

Certify	Child Name	Child ID	Attendance Last Entered	Request Date	Signature Date	View
<input checked="" type="checkbox"/>	Appleton, Apple	643	9/27/2021			Attendance
<input type="checkbox"/>	Bartlett, Child1	638	9/21/2021			Attendance
<input type="checkbox"/>	Bradley, Fred	291	9/15/2021			Attendance
<input type="checkbox"/>	Davis, ChildAChanged	598	9/15/2021			Attendance
<input type="checkbox"/>	Davis, ChildB	599	9/15/2021			Attendance

[Cancel](#) [Request Signatures](#)

E Press **Request Signatures**.

F KinderConnect will send a request to each Parent asking that they sign and approve the attendance using KinderSign or KinderSmart.