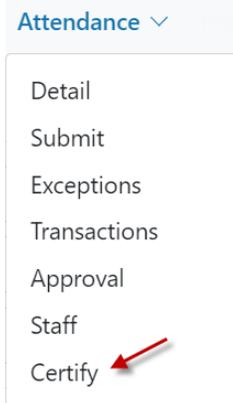


KinderConnect – Certify Attendance

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.

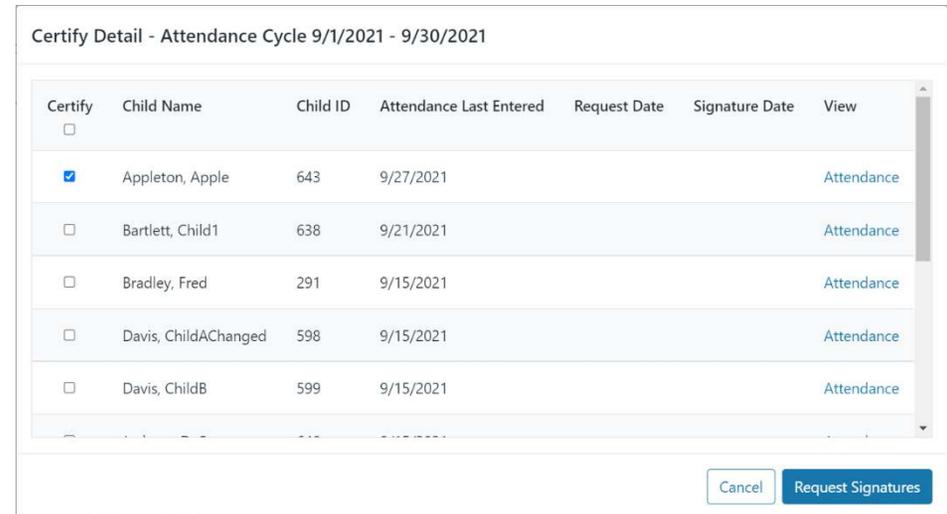
Certify Attendance

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.



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.