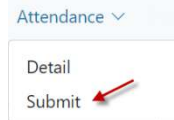


## KinderConnect - Submit Attendance

Attendance is submitted by child. To submit **Attendance** for payment:

- A** Click **Submit** under Attendance. Note that Attendance can be reviewed prior to submittal by clicking **Detail** under Attendance.



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

Submit: Attendance Cycle (San Diego): 1/1/2021 - 1/31/2021

Attendance Not Yet Submitted: Show All

Submit	Correct	Child Name	Hours	Absences	Payment Note	Invoices	Returned By	Returned On	Attendance
<input type="checkbox"/>	Correct	Jackson, Jesse	0	0	Add Note				Attendance
<input checked="" type="checkbox"/>		Taylor, Child	56:00	0	Add Note				Attendance

Cancel Save

If a child's attendance appears in red, without a **Submit** checkbox, the Provider needs to correct prior to submittal (refer to *KinderConnect – Correct Incomplete Attendance* QRC for more details).

- C** Click the **Submit** checkboxes next to 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: Attendance Cycle (San Diego): 1/1/2021 - 1/31/2021

Attendance Not Yet Submitted: Show All

Submit	Correct	Child Name	Hours	Absences	Payment Note	Invoices	Returned By	Returned On	Attendance
<input type="checkbox"/>		Jackson, Jesse	0	0	Add Note				Attendance
<input checked="" type="checkbox"/>		Taylor, Child	56:00	0	Add Note				Attendance

Cancel Save

For more information, visit [www.electronicattendance.com](http://www.electronicattendance.com), email us at [support@controltec.com](mailto:support@controltec.com) or call us at 1-833-866-1706.

- D** Enter the Requested **Payment Amount**. Note: This is only required for licensed providers and centers.

- E** If necessary, click on **Add Note** to enter information relevant to the attendance and press Save when finished.

Payment Note for Child Taylor

Cancel Save

- F** To attach an invoice, click on the upload icon and locate the document that you would like to add. Note: Only images and PDF files are accepted.

Submit: Attendance Cycle (San Diego): 1/1/2021 - 1/31/2021

Attendance Not Yet Submitted: Show All

Submit	Correct	Child Name	Hours	Absences	Payment Note	Invoices	Returned By	Returned On	Attendance
<input type="checkbox"/>		Jackson, Jesse	0	0	Add Note				Attendance
<input checked="" type="checkbox"/>		Taylor, Child	56:00	0	Add Note	Invoice - Taylor.docx			Attendance

Cancel Save

Click on the delete icon if you would like to remove the uploaded file and upload a new file.

- G** Press **Save**.

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

☒ I agree with the above terms and conditions

Cancel Submit Attendance