

KinderSign – Record an Absence

Record a child's absence, including the reason, from the same attendance screen used for check-in and check-out.

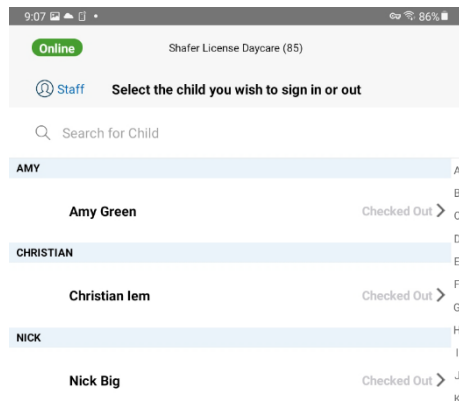
- A** Sign in using the identification method selected by your agency.

Note: If the telephone method is used and more than one staff member or Sponsor shares the number, tap your name from the list.

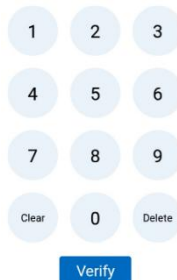
- B** From the **Activities** screen, tap **Attendance**.



- C** The **Attendance** screen defaults to **All Children**. Locate the name of the child.



- D** Enter your **PIN**, then tap **Verify**.

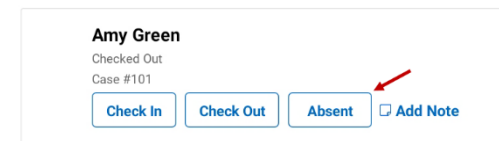


- E** If your agency requires an attendance image, tap **Authenticate** to capture the picture and continue.

Note: This step appears only if **Require Attendance Image** is selected in **Administration > Settings > Mobile Attendance**

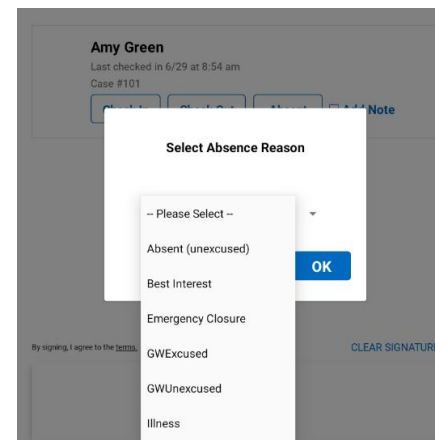


- F** When the child's sign-in options appear, tap the **Absent** button. Tap **Add Note** to enter a note about the attendance.



- G** Tap the dropdown arrow, select the reason for the absence, then tap **OK**. The **Absent** box for the selected child turns blue.

- H** If your agency requires a signature, sign in the space provided to confirm the attendance is true and accurate.



Note: This step appears only if **Require Signature** is selected in **Administration > Settings > Mobile Attendance**.