

Correct Daily Attendance

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CDT

Use the Daily Attendance page to correct any errors made when taking daily attendance. Changing participant attendance on this page is different than checking a participant in or out. If you mark a present participant as not present on this page, the participant's in and out records for the day will be deleted.

Required Permissions: You must have the **Record Attendance** permission enabled on your account to update daily attendance.

1. From the menu to the left, click **Menus/Attendance**.
2. Click **Attendance/Meal Counts**.
3. Click **Daily Attendance**.

The screenshot shows the 'Daily Attendance' interface for the date 06/23/2023 and 'All Classrooms'. It lists participants across various classrooms with their attendance status:

Classroom	Participant Name (Age)	Attendance Status
Bumble Bee	Chicken Little (6 y)	Present
Bumble Bee	Daffy Duck (3 y)	Present
Bumble Bee	Dora Explorer (10 y)	Present
Bumble Bee	Fancy Nancy (5 y)	Present
Bumble Bee	Hello Kitty (5 y)	Present
Bumble Bee	I am Groot (1 y)	Present
Bumble Bee	Peppa Pig (5 y)	Present
Bumble Bee	Stanley Moon (5 y)	Present
Butterflies	Boss Baby (3 y)	Not Present
Infant Room	Cruella DeVille (6 m)	Not Present
Infant Room	Judy Jetson (8 m)	Not Present
Infant Room	Minnie Mouse (9 m)	Not Present
Infant Room	Tiana Maldonia (9 m)	Not Present
Minion Classroom	Bob Minion (1 y)	Present
New Classroom	Cody Armstrong (2 y)	Not Present
Toddlers	Prince Aladdin (4 y)	Not Present
Young Toddler	Mickey Mouse (2 y)	Not Present

4. Select the date to correct. You cannot select a future date.
5. If In/Out Times are enabled, you can update the participant's in and out times:
 - a. Click the first time box and update the participant's In time.
 - b. Click the second time box and update the participant's Out time.
 - c. If temperature recording is enabled, you can also update the participant's temperature.

The screenshot shows a detailed view for participant 'Schwab, Jamie (6 y)' with a status of 'Present'. Below the name, it indicates 'Out of School' in red text. There are three input fields: a time field set to '09:33 AM', another time field set to '12:00 PM', and a temperature field set to '97.5 °F'. Each field has a clock icon for time and a plus/minus icon for temperature. A green plus icon is visible at the bottom right.

6. Click the **Classroom** drop-down menu and select the classroom to correct. You can also select **All Classrooms**.
7. Click a participant's name to change their attendance status (not present/present).

8. When finished, click **Save**.