Correct Daily Attendance

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.**

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.

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**.