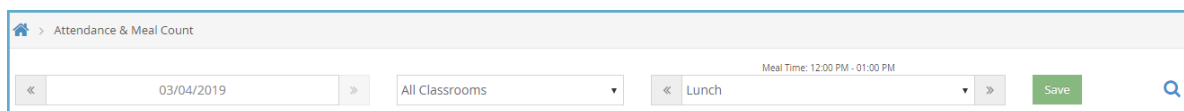


Attendance & Meal Counts

Last Modified on 06/17/2019 1:41 pm CDT

All children must be marked as present before you can record a meal for them.


1. From the menu to the left, click **Food Program**.
2. Click **Attendance & Meal Count**. The Attendance & Meal Count page opens.
3. Make sure the correct **date**, **classroom**, and **meal** are selected at the top.

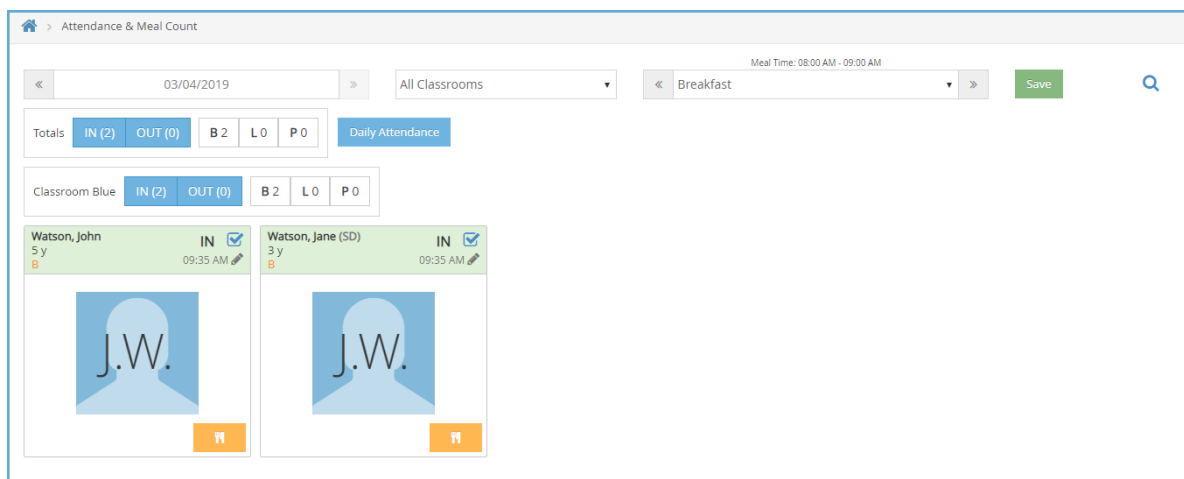


The screenshot shows the top section of the 'Attendance & Meal Count' page. It includes a breadcrumb trail 'Attendance & Meal Count'. Below this are three filter sections: a date selector set to '03/04/2019', a classroom dropdown menu set to 'All Classrooms', and a meal time dropdown menu set to 'Lunch' (with a sub-label 'Meal Time: 12:00 PM - 01:00 PM'). To the right of these filters is a green 'Save' button and a search icon.

4. Check the box next to each child's name to mark attendance.

Note: You may be prompted to confirm if a child you mark present is out of school. If the child is out of school, click **OK**.

5. Click  to record a meal count. A child must be marked in attendance before you can access this option. This option is also only available if you have reached or passed your approved meal times.



The screenshot shows the main content area of the 'Attendance & Meal Count' page. At the top, the filters are updated: the date is '03/04/2019', the classroom is 'All Classrooms', and the meal time is 'Breakfast' (with a sub-label 'Meal Time: 08:00 AM - 09:00 AM'). Below the filters are two summary rows: 'Totals' showing 'IN (2)', 'OUT (0)', 'B 2', 'L 0', 'P 0' and a 'Daily Attendance' button; and 'Classroom Blue' showing 'IN (2)', 'OUT (0)', 'B 2', 'L 0', 'P 0'. Below these are two child profiles. Each profile shows the child's name, age, and a status (IN) with a checkmark. Below the status is a photo placeholder with the initials 'J.W.' and an orange meal icon button. The first child is 'Watson, John' (5 y) and the second is 'Watson, Jane (SD)' (3 y). Both have an 'IN' status at '09:35 AM'.

6. Click **Save**.

Note: If a child has a special diet or an allergy noted on their profile, a red outline displays around their photo, as shown in the figure below.



Daily Attendance

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

1. From the Attendance & Meal Counts page, click **Daily Attendance**. The Daily Attendance page opens.

Home > Daily Attendance

You can use this screen to correct errors in daily attendance. Updating the child's daily attendance is different from checking a child in or out. If a child who is present is marked as not present the child's in and out records for the day will be deleted. Dismiss X

< 03/04/2019 > All Classrooms Show All Times

Blue

Watson, John (5 y)	Present	Watson, Jane (3 y)	Present
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Save

2. Select the date to correct. You cannot select a future date.
3. Click the **Classroom** drop-down menu and select the classroom to correct. You can also select All Classrooms.
4. Click a child's name to change their attendance status (not present/present).
5. Click **Show All Times** to manually update In/Out times.
6. When finished, click **Save**.