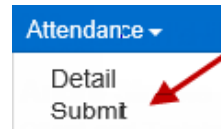# KinderConnect - Submit Attendance

To submit **Attendance** for payment:

A Press **Submit** under Attendance.

Attendance ▾
Detail
Submit

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

Submit	Note	Cycle Start	Cycle End	Unsubmitted	Submitted
Submit	Note	5/1/2019	5/31/2019	5	0

C Click the **Submit** checkboxes next to the name of 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	Correct	Child Name	DCN	Absences	Status	Returned By	Returned On	Attendance
☐ Submit		Arden, Bae	147258	0	Ready			Attendance
☑ Submit		Atkins, Ally	5847	0	Ready			Attendance

D Press **Save**.

Note: If submitting attendance with **Pending** or **Incomplete** status, KinderConnect will issue a warning message and ask you to confirm you want to proceed. Attendance submissions with **Pending** or **Incomplete** attendance will not be eligible for payment. If you need to correct **Attendance**, refer to the KinderConnect – Correct Attendance QRC for additional information.

E Review the terms and conditions and click on the check box that you agree. Press **Submit Attendance**.

☑ I agree with the above terms and conditions

Submit Attendance	Cancel