



# Enter Attendance

1. To enter attendance for a child-care class, select **Class** from the **Main Menu** and double-click on the Class in which attendance is to be entered.
2. Click the **Attendance Clipboard** button at the bottom of the **Class** window.
3. To enter attendance:
  - Select the **Check** box at the top of the specific weekday to mass enter attendance. Next review the attendance list and **uncheck** the children who will not be attending that day.

[312774] Attendance

Preschool Tuition: 2019-2020 Preschool Tuition

Attendance for 10/12/20 to 10/16/20

10/12/2020

Student	Mon	Late	Tue	Late	Wed	Late	Thr	Late	Fri	Late
Bennett, Sarah - Free and Reduced	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Herlache, Brett - Tuition in Full (\$2,500)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Julius, Brianna - Monthly Installments (\$250/Month)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lamb, Ed - Monthly Installments (\$250/Month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Lamb, Frank - Monthly Installments (\$250/Month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Lamb, Hank - Monthly Installments (\$250/Month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Lamb, Hank - Monthly Installments (\$250/Month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Lamb, Sam - Monthly Installments (\$250/Month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Lamb, Sam - Tuition in Full (\$2,500)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Moeller, Amanda - Monthly Installments (\$250/Month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Moeller, Peter - Monthly Installments (\$250/Month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Moeller, Sophie - Monthly Installments (\$250/Month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Moeller, Stephanie - Monthly Installments (\$250/Month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Scott, Bill - Monthly Installments (\$250/Month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Sipe, Devyn - Monthly Installments (\$250/Month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Swanson, Todd - Monthly Installments (\$250/Month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Waterman, Axel - Free and Reduced	<input checked="" type="checkbox"/>	<input type="checkbox"/>								

Reports Cancel Save

- Alternatively, individually check off each student who is in attendance for that day.

**Note:** If a student is not anticipated to attend a certain day, the date will be "Greyed out" and not selectable (this would only pertain to certain contract types).

4. Once all students have been checked in, select **Save**.