

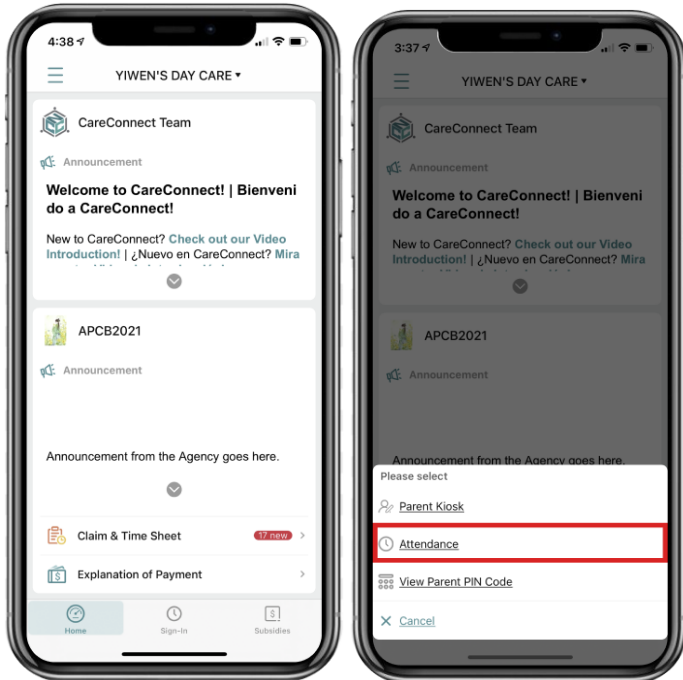
CareConnect Mobile - Record Daily Attendance

When students are dropped off or picked up, providers can directly record multiple students' attendance (sign in/sign out/absent) at once on a daily basis.

This guide will walk through on procedures of how to record students' daily attendance.

1. Open the CareConnect Mobile app and sign in to your account.

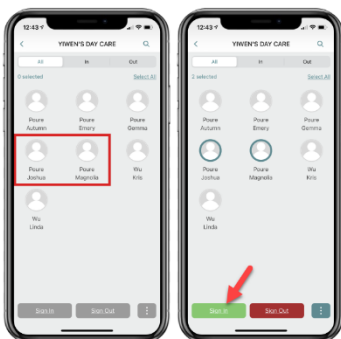
2. Tap on **Sign-in --> Attendance**.



3. You can now choose to either sign in/sign out or mark student(s) as absent.

a. Sign in:

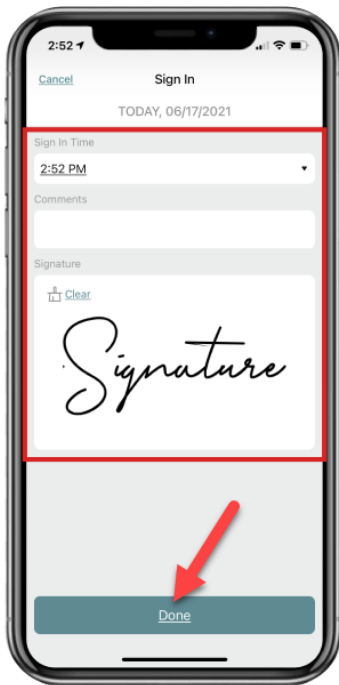
i. Select student(s) --> **Sign In**.



ii. The current time will be automatically displayed under "Sign in Time". You can modify this by clicking on the drop down arrow in the displayed time row.

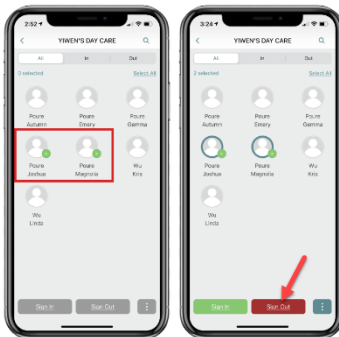
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- Confirm the **Sign in time**, enter any **Comment(s)**, and provide a **Signature** --> Click **Done** after you finish entering the information.



a. Sign out:

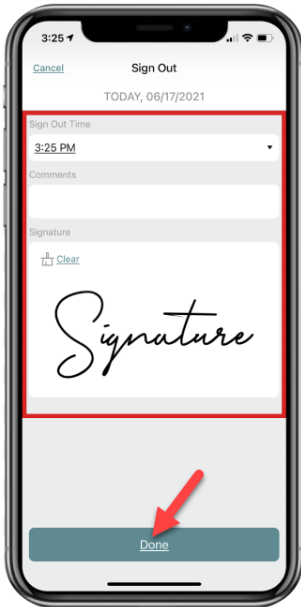
i. **Select student(s) --> Sign Out.**



ii. The current time will be automatically displayed under "Sign Out Time". You can modify this by clicking on the drop down arrow in the displayed time row.

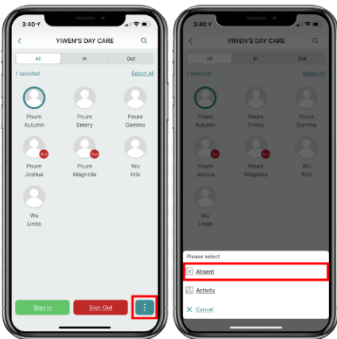
- Confirm the **Sign Out time**, enter any **Comment(s)**, and provide a **Signature** --> Click **Done** after you finish entering the information.

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c. Absent:

Select students -> Click on the three dots on bottom-right corner --> Click on **Absent**.



i. Add **Comments** and provide a **Signature** --> Click on **Done**.

