

# Site Attendance (Site Staff)

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### Site Attendance Fields | Taking Site Attendance

#### Tool Search: Dependent Care

Site Attendance for Site Staff allows users to take session attendance by student at each session site. Users can verify daily attendance, emergency contacts, persons authorized for pickup, and any forms attached to the session. Users may also check students in and out of the session.

ite Attendance ☆		Dependent Care > Site Staff > Site Attendand
Site Attendance		
Timeframe Current Upcoming Filter By Session Name	Sessions Section	
Group A - Summer Explorer Registration: 06/01/2025 - 07/01/2025 Session Dates: 06/09/2025 - 08/29/2025	Liberty Elementary Cleveland Elementary Sites attached to a session	Â
Explorer C           Registration:         06/04/2025 - 06/19/2025           Session Dates:         06/08/2025 - 06/28/2025	Cleveland Elementary	
Group A Explorer Current Session           Registration:         04/01/2025 - 06/30/2025           Session Dates:         05/01/2025 - 12/30/2025	Cleveland Elementary	
H 4 1 F H 10 V Items per page		1 - 4 of 4 items
	Site Attendance (Site Staff)	

## **Site Attendance Fields**

Field	Description
<b>Timeframe</b> ( <i>Current is</i> <i>the default</i> )	Use the Timeframe field to determine the type of sessions you'd like to view: <b>Current</b> or <b>Upcoming</b> . <i>Current</i> displays currently occurring sessions. <i>Upcoming</i> displays sessions with a <i>registration</i> start date <i>later than</i> the current system date to which the site is attached.
Filter by Session Name	This field allows the user to narrow the displayed sessions to a more specific subset of sessions or to one session in particular.
Sessions	All sessions for the currently selected timeframe display in the Sessions section.
Session Sites	Sites attached to a session display next to the session.



## **Taking Site Attendance**

1. To begin taking attendance, select the appropriate session and then the **Site** for which you are taking attendance.

Site Attendance ☆			Depende	ent Care > Site Staff > Site Atte	endance
Group A - Summer Explorer - Cleveland Elementary					
Select the Section you would like to take attendance for. Section					
Student	Grade	Daily Summer Care		Details	
Family-A, Student1	12		R F	Details	
H 4 1 F H 25 V Items per page				1 - 1 of 1	items
Site Attendance					

2. Site Attendance for the selected site displays. Use the **Section** drop-list to select the site section for which you are taking attendance.

Site Attendance ස්				Dependent Care > Site Staff > Site Attendance	
Group A - Summer Explorer - Cleveland Elementary					
Section Daily Summer Care	Date 6/27/2025		Show Filters Reset		
Student	Grade	Check In	Daily Summer Care	Check Out	Details
Family-A, Student1	12	TUD	RF		Details
Family-A, Student3	10	DROP IN			Details
Image: Image         Image: Image         Image: Image         Image: Image: Image         Image: Image					1 - 2 of 2 items
Close Export					

3. If the selected section does not accept drop-in care, a banner displays at the top of the screen stating the section does not allow drop-in care.

This Section does not allow Drop-Ins.

- 4. Use the **Date** field to select the date for which you are viewing/taking attendance.
- 5. Press **Show Filters** to narrow the list of students to a specific student or subset of students.
  - 1. Use the **Search by Student** filter to narrow the list to a specific student(s).
  - 2. The **View by Grade** filter allows users to view any students in a specific grade.
  - 3. To view a section by specific days, use the weekdays in the **View by Day** section to select the days for which you want to view students scheduled for attendance.
  - Once you have entered all the information by which you want to filter, press Apply Filters. All students meeting the filter criteria for the section display. To clear out the filters and again view all students in the section, press Reset.
- To check in a student for the section, find the student checking in and press the Check In option. The student's check-in status changes to checked In.



1. If a student is not registered to attend on the day for which they are being checked in, a Drop In Rate alert displays.



- 2. Press **OK** to continue checking in the student and having drop-in rates applied. Press **Cancel** to cancel the student's check in.
- To check out a student from the section, find the student checking out and press Check Out. The student's checkout status changes to Out.
- 8. Press **Details** to view a student's attendance schedule for the section, emergency contacts, persons authorized for pickup, and any forms attached to the session. These are read-only fields; users may not edit the information on this screen.



Family-A, Student1 Group A - Summer Explorer					
Schedule					
Daily Summer	Daily Summer Care 06/09/25 - 08/29/25				
Monday	Tuesday Wednesday	Thursday Friday			
Emergency Conta	act/Authorized Pick Up I	People —			
Name Manually Added Mother Name Manually Added Grandmother Name Father Guardian Family (Guardian)	Phone Home: (999)999-9999 Phone Home: (555)555-5555 Phone	Authorized Pick Up Person Authorized Pick Up Person Authorized Pick Up Person			
Forms		-			
Required Forms War Room Do COMPLETE Optional Forms	<u>C</u>				
Close					

- 9. To send student attendance data to a printable format, press the **Export** button.
  - 1. In the **Type** field, select the format in which to export the data: **Excel** or **CSV**.
  - 2. Use the **Data** field to select **Grid as is** or **All Data**.
    - 1. *Grid as is:* data for only those students fitting the filtered criteria is exported.
    - 2. *All Data:* All student data is exported regardless of any applied filters.
    - 3. filtered results. Maybe add a couple screen shots here showing unfiltered vs filtered results?
  - 3. Press **Generate** to export the data or **Close** to exit without exporting any data.



It will export all students regardless of the filter applied if you choose all data. Grid as is will only include filtered results. Maybe add a couple screen shots here showing unfiltered vs filtered results?