

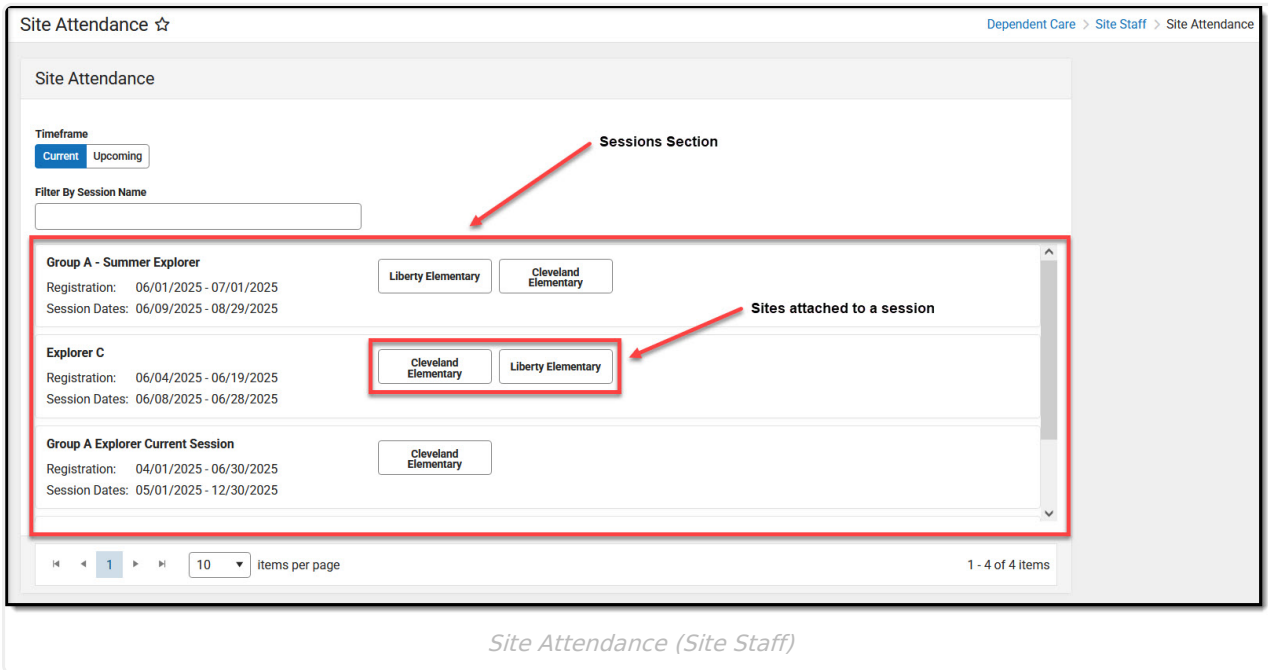
Site Attendance (Site Staff)

Last Modified on 12/17/2025 11:02 am CST

[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.



Site Attendance ☆

Dependent Care > Site Staff > Site Attendance

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

Explorer C
Registration: 06/04/2025 - 06/19/2025
Session Dates: 06/08/2025 - 06/28/2025
Cleveland Elementary Liberty Elementary

Sites attached to a session

Group A Explorer Current Session
Registration: 04/01/2025 - 06/30/2025
Session Dates: 05/01/2025 - 12/30/2025
Cleveland Elementary

1 - 4 of 4 items

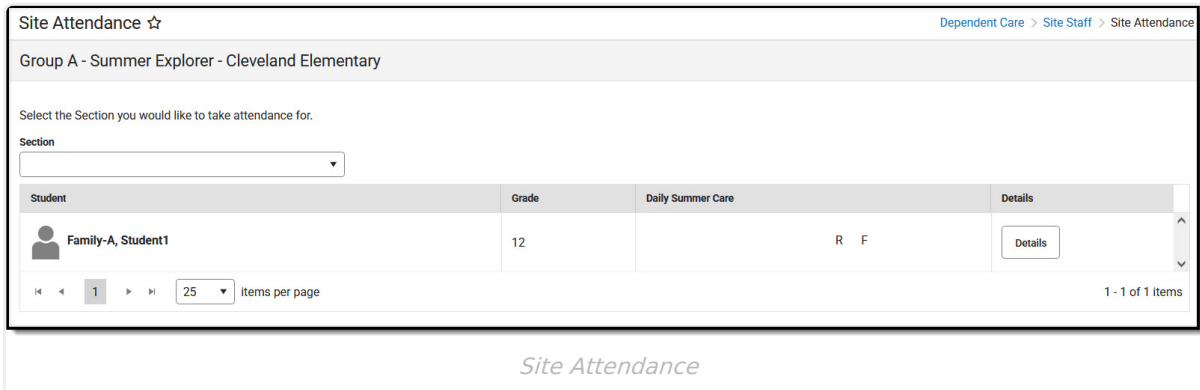
Site Attendance (Site Staff)

Site Attendance Fields

Field	Description
Timeframe (Current is the default)	Use the Timeframe field to determine the type of sessions you'd like to view: Current or Upcoming . <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 ☆ [Dependent Care](#) > [Site Staff](#) > Site Attendance

Group A - Summer Explorer - Cleveland Elementary

Select the Section you would like to take attendance for.

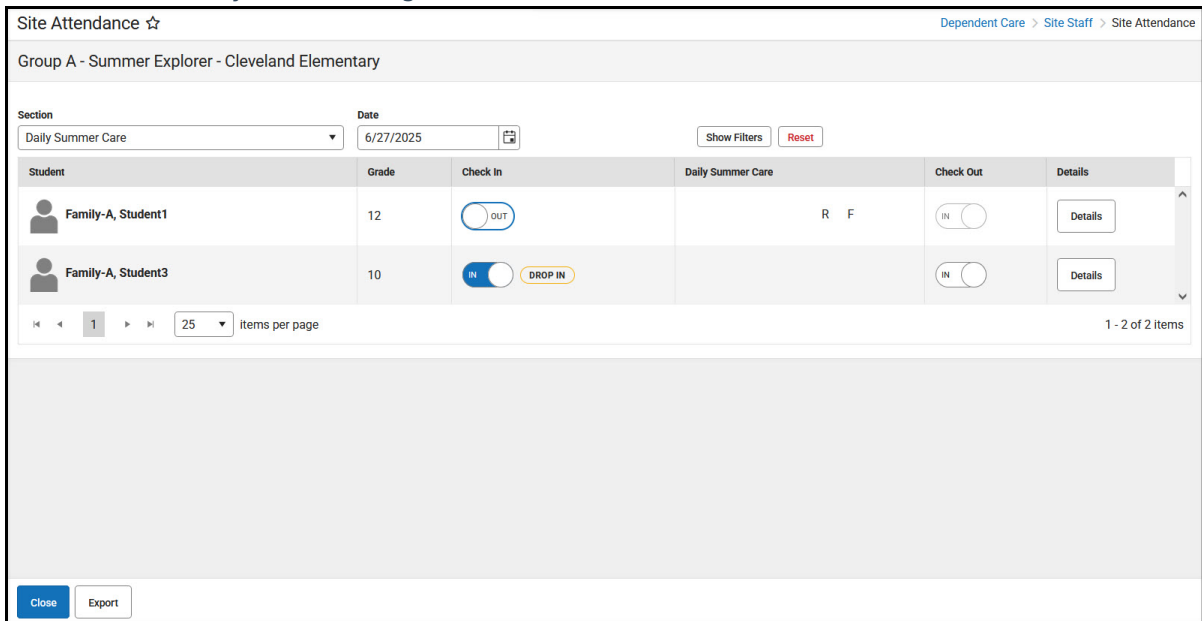
Section

Student	Grade	Daily Summer Care	Details
Family-A, Student1	12	R F	Details

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 ☆ [Dependent Care](#) > [Site Staff](#) > Site Attendance

Group A - Summer Explorer - Cleveland Elementary

Section Date [Show Filters](#) [Reset](#)

Student	Grade	Check In	Daily Summer Care	Check Out	Details
Family-A, Student1	12	<input type="checkbox"/> OUT	R F	<input type="checkbox"/> IN	Details
Family-A, Student3	10	<input checked="" type="checkbox"/> IN DROP IN		<input type="checkbox"/> IN	Details

1 - 2 of 2 items

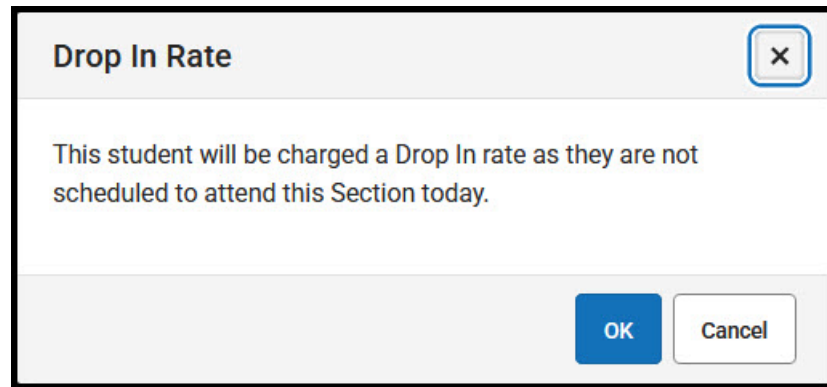
[Close](#) [Export](#)

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.
 4. 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**.
6. 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.
7. 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 Care 06/09/25 - 08/29/25

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Emergency Contact/Authorized Pick Up People

Name	Phone	Authorized Pick Up Person
Manually Added Mother	Home: (999)999-9999	<input checked="" type="checkbox"/>
Name	Phone	Authorized Pick Up Person
Manually Added Grandmother	Home: (555)555-5555	<input checked="" type="checkbox"/>
Name	Phone	Authorized Pick Up Person
Father Guardian Family-A (Guardian)		<input type="checkbox"/>

Forms

Required Forms

[War Room Doc](#)
COMPLETE

Optional Forms

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. Press **Generate** to export the data or **Close** to exit without exporting any data.

Export

Type

☒ Excel

☐ CSV

Data

☒ Grid as is

☐ All Data

Generate **Close**

It will export all students regardless of the filter applied if you choose all data. Grid as is will only include filtered results.
