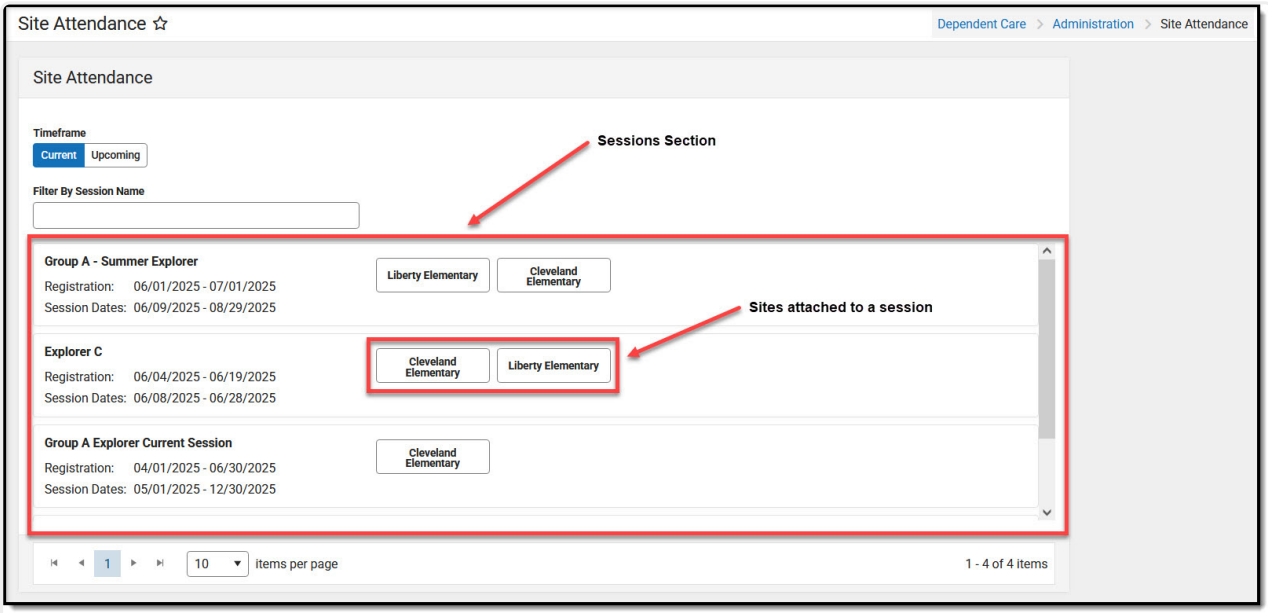
Site Attendance

Last Modified on 08/05/2026 9:37 am CDT

Tool Search: Dependent Care

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



Dependent Care - Site Attendance

See the Dependent Care Site Attendance Tool Rights article for information on available tool rights.

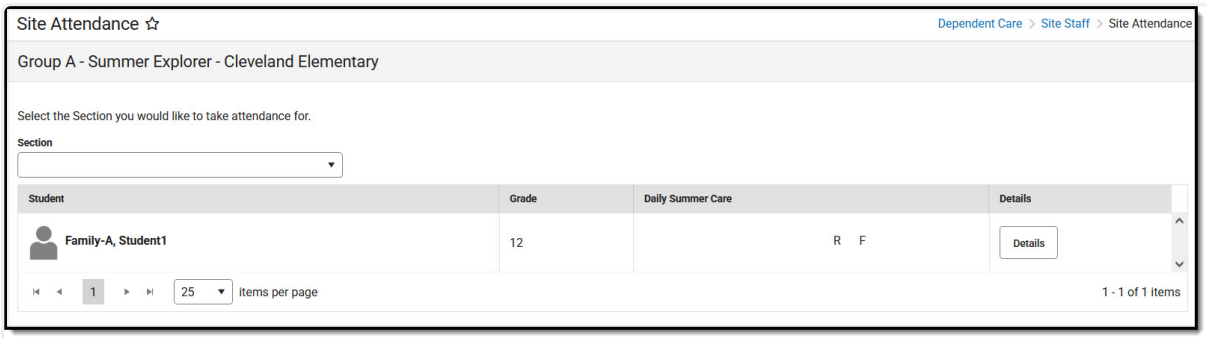
Site Attendance Fields

Field	Description

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

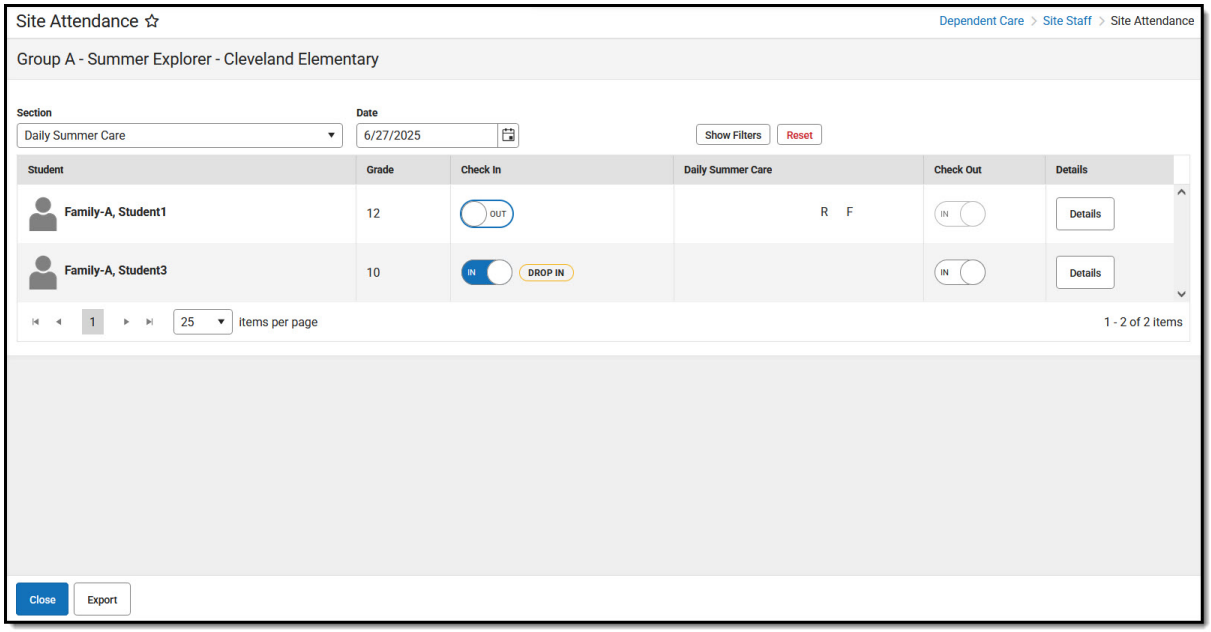
Take Site Attendance

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



Site Attendance

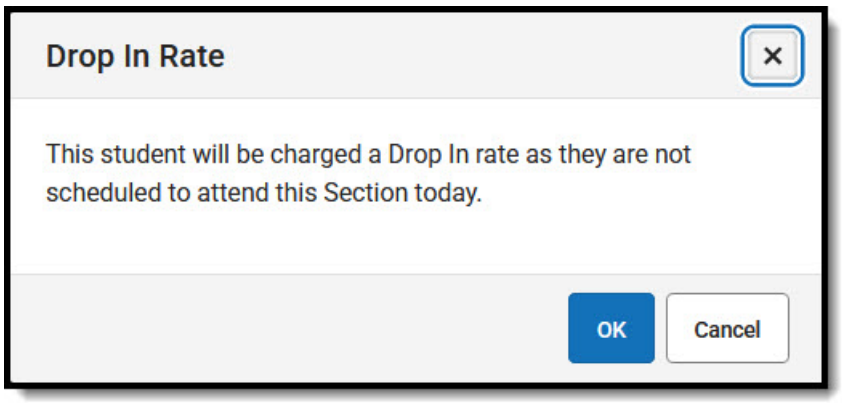
2. Site Attendance for the selected site displays. Use the **Section** drop-list to select the site section for which you are taking attendance.



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.



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.
    - Use the **Search by Student** filter to narrow the list to a specific student(s).
    - The **View by Grade** filter allows users to view any students in a specific grade.
    - 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**.
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.



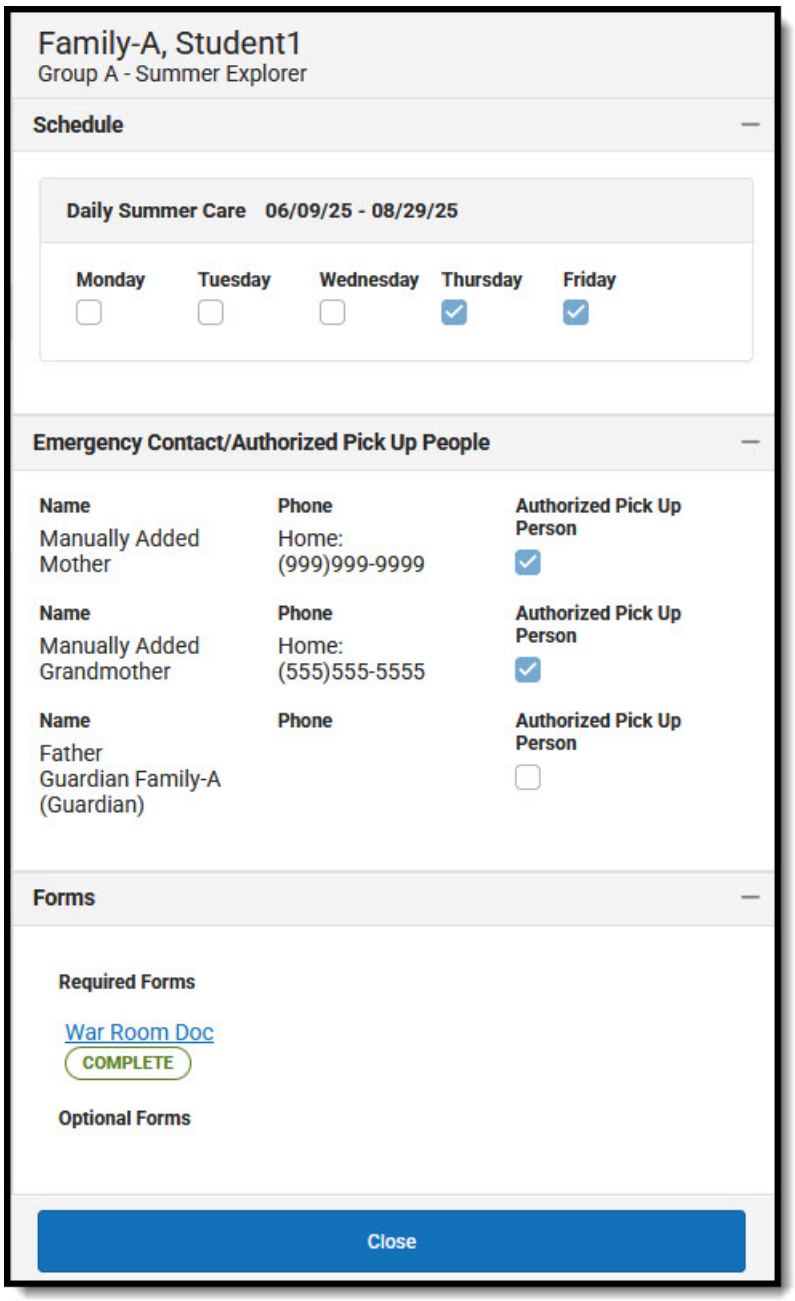
    2. Press **OK** to continue checking in the student and having drop-in rates applied. Press **Cancel** to cancel the student's check in.
7. To check out a student from the section, find the student checking out and press **Check Out**.

The student's checkout status changes to **Out**.

View Student Details

Users can view the attendance schedule, emergency contact/pickup persons, and form details for each student registered for the section.

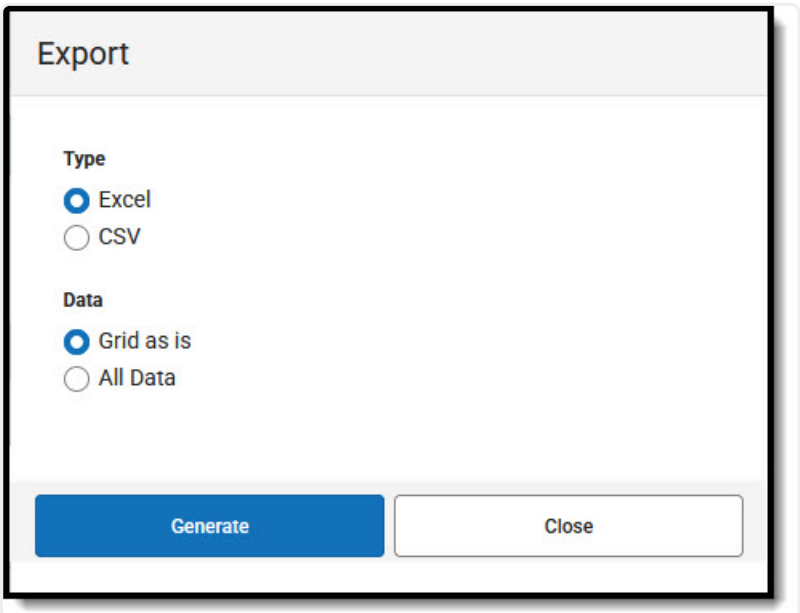
Press **Details** to view a student's attendance schedule for the section, emergency contacts, persons authorized for pickup, and any forms attached to the session.



NOTE: These are read-only fields; users may not edit the information on this screen.

Export Student Attendance Data

Users can export student attendance data for the selected section, or all sections, to a printable format.



Export Student Attendance Data Editor

1. 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**.
    3.

Data Type	Description
Grid as is	Attendance data for only those students fitting the filtered criteria is exported.
All Data	All student attendance data is exported regardless of any applied filters.

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