

This guide provides a step-by-step process for modifying a student's attendance schedule if they will regularly not attend specific days of the week

Then select the student whose schedule needs to be adjusted.

Made with Scribe - <https://scribehq.com>

2 Click into the "Attendance" module

The screenshot shows the 'Attendance' module for a child named Pebbles (TEST ONLY) Flintstone. The interface includes a sidebar with a list of family members and a main content area with tabs for various services. The 'Attendance' tab is selected, and a table displays enrollment history.

Family List (Left Sidebar):

- Abbott, Atlas
- Abbott, Brantley
- Abbott, Camryn
- Abbott, Emryn
- Abbott, Julius
- Abdalla, Monzer
- Abdalla, Noon
- Abdellatif, Lilyan
- Abdellatif, Nadine
- Abdon, Annabell
- Abdu Ahmed, Adam Ah...
- Abdullah, Mayleona
- Abed, Asal
- Abernathy, Raelynn
- Abner, Dawhan

Child Information (Top):

Pebbles (TEST ONLY) Flintstone
Female DOB: 12/14/2023 1y 8m CPID: 12357
Enrolled 8/27/2025 (0d) • Year 2 • EHS 2025-2026 • Miami Valley Child Dev Centers • Kings Highway • KH-Sc (1 of 6)

Service Tabs: Application, Attendance, Birth, Disability, Education, Enrollment, Family Services, Health, Immunizations, Mental Health, PIR, Transportation

Attendance Table:

Year	Program Term	Enrollment Status	Location
Current Year	EHS 2025-2026	Enrolled 8/27/2025	Miami Valley Child Dev Centers • Kings Highway • KH-Sc
Last Year	EHS 2024-2025	Abandoned 6/30/2025	Miami Valley Child Dev Centers • Kings Highway • KH-Gr
Prior Year	EHS-CCP 2023-2024	Abandoned 6/28/2024	Miami Valley Child Dev Centers • FCC Amanda Gushurst (P)(Bu) • FCC-
Prior Year	PS 2022-2023	New 7/31/2023	Miami Valley Child Dev Centers • < No Site > • < No Classroom >
Prior Year	EHS 2022-2023	Abandoned 6/30/2023	Miami Valley Child Dev Centers • Kings Highway • KH-Si
Prior Year	EHS 2021-2022	Abandoned 6/30/2022	Miami Valley Child Dev Centers • < No Site > • < No Classroom >

3 Click on the "Current Year" line

This screenshot is identical to the previous one, but with the 'Current Year' row in the enrollment history table highlighted. The 'Attendance' tab is still selected, and the child's information remains the same.

Child Information (Top):

Pebbles (TEST ONLY) Flintstone
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4 In the pop-up box, click on the MORE icon (tri-dots or ellipses)

Attendance History, Follow-Ups, Defaults (EHS 2025-2026)

Attendance Follow-Up

There are currently no follow-up records for this participant.

Add Follow-Up ...

Attendance Summary

Total Present: 0% (0 / 1)

Total Absent: 100% (1 / 1) Unexcused 1/1 days 100%

Avg Hours Per Day: 0

Attendance History

Date ↓	Day	Attendance	Absence Reason	CACFP	Class Status	Notes
Kings Highway • KH-Sc						
8/27/2025	Wed	Unexcused		Free	Open	

Close

5 Click on the "Attendance Defaults" line in the drop-down menu

Attendance History, Follow-Ups, Defaults (EHS 2025-2026)

Attendance Follow-Up

There are currently no follow-up records for this participant.

Add Follow-Up ...

Attendance Summary

Total Present: 0% (0 / 1)

Total Absent: 100% (1 / 1) Unexcused 1/1 days 100%

Avg Hours Per Day: 0

Attendance History

Date ↓	Day	Attendance	Absence Reason	CACFP	Class Status	Notes
Kings Highway • KH-Sc						
8/27/2025	Wed	Unexcused		Free	Open	

Grid Settings

Attendance Defaults

Close

6

Uncheck the specific "Days this Person Normally Attends" for each day this student will regularly not be attending each week. For example, if the student will not be attending on Tuesdays and Thursdays, you would uncheck the boxes next to those days.

The screenshot shows a student profile form for 'Abbott, Brantley'. The 'Attendance Summary' shows 'Total Present' as 0% (0/1). The 'Attendance History' table shows a record for 'Kings Highway • KH-Sc' on '8/27/2025' with status 'Wed' and 'Unexcused'. The 'Days this Person Normally Attends' section has checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The 'Thursday' checkbox is circled in orange. The 'Meals Normally Received' section has a grid of checkboxes for All, B, AM, L, PM, and S. The 'CACFP Date' is empty, 'CACFP Income' is 0.00, 'CACFP Rate' is a dropdown, and 'CACFP Status' is 'Free (Full Reimburse...)'. The 'Save' button is highlighted in green.

7

Click the "Save" button

This screenshot is identical to the one above, showing the same student profile form. The 'Save' button at the bottom of the form is now circled in orange, indicating the next step in the process.

8 Click the "Close" button

Attendance History, Follow-Ups, Defaults (EHS 2025-2026)

Attendance Follow-Up

There are currently no follow-up records for this participant.

Add Follow-Up

Attendance Summary

Total Present: 0% (0 / 1)

Total Absent: 100% (1 / 1) Unexcused 1/1 days 100%

Avg Hours Per Day: 0

Attendance History

Date	Day	Attendance	Absence Reason	CACFP	Class Status	Notes
8/27/2025	Wed	Unexcused		Free	Open	

Grid Settings

Attendance Defaults

Close

9 To add a note, click into the "Enrollment" module

DRDP Assessment Entry Express Management Performance Panel Reports Services Setup To-Do List

Pebbles (TEST ONLY) Flintstone

Female DOB: 12/14/2023 1y 8m CPID: 12357

Enrolled 8/27/2025 (0d) • Year 2 • EHS 2025-2026 • Miami Valley Child Dev Centers • Kings Highway • KH-Sc (1 of 6)

Application Attendance Birth Disability Education Enrollment Family Services Health Immunizations Mental Health PIR Transportation

Attachments History, Follow-Ups, Defaults

Year	Program Term	Enrollment Status	Location
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10 Click on the "Current Year" line

Services | Attendance | DRDP Assessment | Entry Express | Management | Performance Panel | Reports | **Services** | Setup | To-Do List

Search | Add Family | ...

Pebbles (TEST ONLY) Flintstone ...

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Application | Attendance | Birth | Disability | Education | Enrollment | Family Services | Health | Immunizations | Mental Health | PIR | Transportation

25-26 Enrollment Consents | Attachments | Income Attestation | Information | **Participation Records** Add P...

Year	Program Term	Enrollment Status	Location
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 Abbott, Brantley
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 Abdu Ahmed, Adam Ah...
 Abdullah, Mayleona
 Abed, Asal
 Abernathy, Raelynn
 Abner, Dawhan

11 Click the "Add Notes" box

Assessment | Entry Express | Management | Performance Panel | Reports | **Services** | Setup | To-Do List

Family | ...

Pebbles (TEST ONLY) Flintstone • EHS 2025-2026 [Scroll To](#) ...

Enrollment
 ● Enrolled 8/27/2025
 Miami Valley Child Dev Centers • Kings Highway • KH-Sc [Location Preferences](#) [Edit](#)

[Change Status](#) [Transfer](#) ...

Enrollment Notes [Add Notes](#) ...

7/5/2023 2:57 PM Hope Cypryla Data Systems & Quality Coordinator
 <end of entry>

Enrollment History [Edit](#)

Enrollment	Date	Location	Entry Date
Enrolled	8/27/2025	Kings Highway • KH-Sc (C - 29-PS/EHS 05CH012767)	8/27/2025
Accepted	8/20/2025	Kings Highway • KH-Sc (C - 29-PS/EHS 05CH012767)	8/20/2025
New	4/02/2025	Tiny Scholars University (P) • TSU-A-EHS (P) (C - 29-PS/EHS 05CH012767)	4/02/2025

Eligibility ...

Transportation Add Participation Record

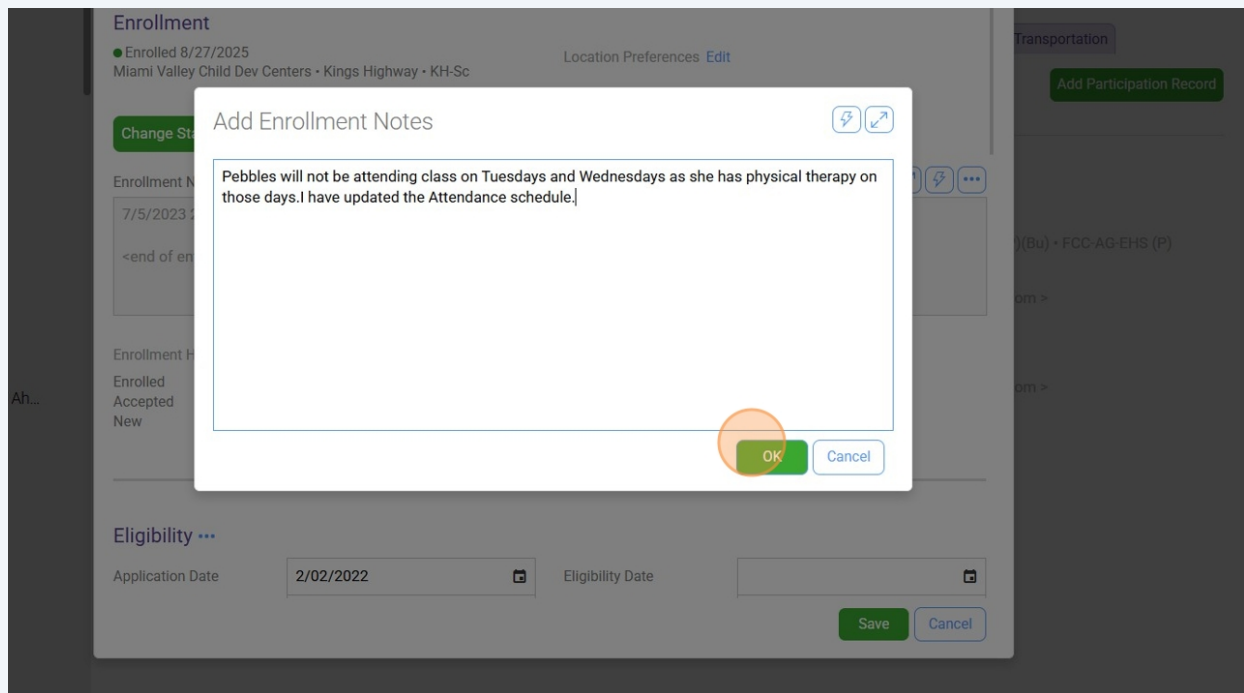
(Bu) • FCC-AG-EHS (P)
 om >
 am >

- 12 Here you can add a note explaining why this student will regularly not be attending class on specific days of the week.

For example:

"Pebbles will not be attending class on Tuesdays and Wednesdays as she has physical therapy on those days. I have updated the Attendance schedule."

- 13 When you have finished adding your message, click the "OK" button

A screenshot of a software interface showing a modal dialog box titled "Add Enrollment Notes". The dialog box has a text area containing the text: "Pebbles will not be attending class on Tuesdays and Wednesdays as she has physical therapy on those days. I have updated the Attendance schedule." Below the text area are two buttons: "OK" and "Cancel". The "OK" button is highlighted with an orange circle. In the background, a blurred interface shows enrollment details for a student named Pebbles, including enrollment date (8/27/2025), location (Miami Valley Child Dev Centers), and a "Save" button.

- 14 Now, this student will only appear in the ATTENDANCE roster for the specific days of the week they are scheduled to attend.



Tip! If attendance has been taken for prior days before adjusting the schedule, you will need to go back and ensure that this student is marked "**NO CLASS**" for the days they are not scheduled to attend.