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How do I update ATTENDANCE for a prior program year?

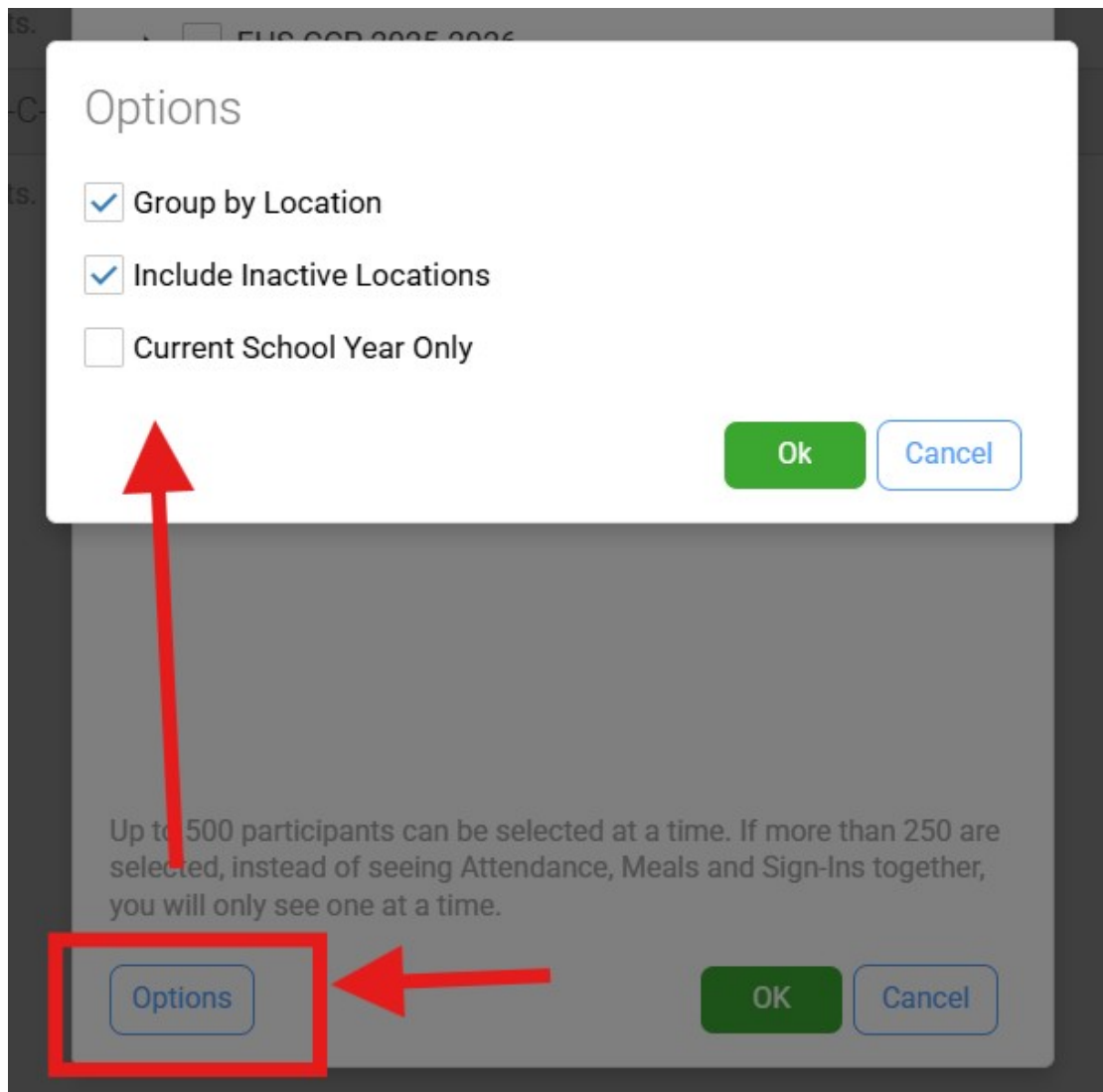
Richard Woolf - 2026-07-07 - [ChildPlus](#)

Updating Attendance Outside the Current Program Year

If you need to adjust ATTENDANCE data for a prior program year, you will need change the options so you can select a prior program year.

STEPS

1. Click on the **CLASSROOM** icon at the top of the **ATTENDANCE** module
2. Click on the **OPTIONS** button at the bottom left of the pop-up screen



1. Uncheck the **"Current School Year Only"** option
2. Click in the **SCHOOL YEAR** box
3. Now you can select one or more program years, depending on your need

Change List

 Classroom  Bus Route  Select Multiple

School Year

▶ ☒ All ☐ Select All

▶ ☒ EHS 2026-2027 ☒ 2026 - 2027

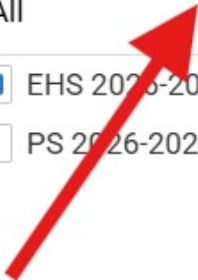
▶ ☐ PS 2026-2027 ☐ 2025 - 2026

☐ 2024 - 2025

☐ 2023 - 2024

☐ 2022 - 2023

☐ 2021 - 2022



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