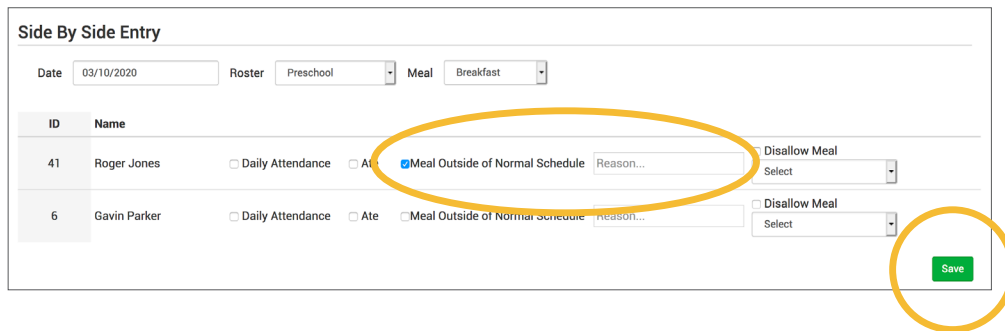


# Attendance: Recording Attendance Outside of Normal Schedule

Recording Attendance Outside of Normal Schedule can be turned on/off in Site Details. If you see the “Meal Outside of Normal Schedule” that means those meals will be disallowed unless a reason is provided.

## To record attendance outside of normal schedule:

- Click on “Attendance & Meal Count Entry” on the main dashboard.
- Select the date, roster and meal for which you would like to record the attendance.
- Check the “Meal Outside of Normal Schedule” next to the appropriate name.
- Provide a reason or the meal will be disallowed.
- Click “Save”.



**Side By Side Entry**

Date: 03/10/2020 Roster: Preschool Meal: Breakfast

ID	Name	Daily Attendance	Ate	Meal Outside of Normal Schedule	Reason...	Disallow Meal
41	Roger Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Select
6	Gavin Parker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Select

Save