

Attendance: Daily Attendance with Meal Outside of Normal Schedule using Mobile App

To take attendance using the mobile app:

- Click on the “Daily Attendance” button.
- Select the roster for which you are taking attendance.
- Select those that are present.
- To record a child attending outside of their normal schedule, do a long press (press & hold) on the child’s name.
 - A new dialog box will open saying “Attendance on School Day?” which you can toggle to YES.
 - Be sure to provide a reason in the notes field (required).
 - Click “Confirm”.
 - Select the checkbox next to their name for attendance.
- Click “Submit”. Other people who login or refresh their screens will see these children as checked in. It will also synchronize in real time with the web app.

