

# Attendance: Daily Attendance with Meal Outside of Normal Schedule using Web App



## To take attendance using the web app:

- Click on the “Attendance” button on the main dashboard.
- The current date will auto-populate or select the date (note that you cannot take attendance for future dates).
- (Optional) Select the Roster for which you want to take attendance.
- Notes to Sponsor: providers or centers now have the ability to write a note to the sponsor on their attendance page. These notes feed into a sponsor-level report that lists the notes submitted by the sites.
- Click the box next to the name of each participant in attendance under “Present”.
- You may also click “Select All” at the top of the list to select all participants. Please note that this feature is turned off by default and you will need to request that it be turned on from My Food Program.
- Click the box next to the name of each participant who is attending at a time outside their normal schedule under “Meal Outside of Normal Schedule”. Be sure to provide a reason.
- Click “Save”.

The screenshot shows the "Attendance" web app interface. At the top, there are fields for "Date" (05/05/2021) and "Roster" (Infant). Below these is a "Notes to Sponsor" text area. The main part of the interface is a table with columns for "ID", "Name", "Present", and "Meal Outside of Normal Schedule". The "Present" column has a "Select All" checkbox and a "Meal Outside of Normal Schedule" checkbox. Below the table, there is a "Current Total" field showing "0" and a green "Save" button.

ID	Name	Present	Meal Outside of Normal Schedule
22	Benjamin Cabbage	<input type="checkbox"/>	<input type="checkbox"/> Reason...
38	Carter Hoffman	<input type="checkbox"/>	<input type="checkbox"/> Reason...

Current Total: 0

Save