

Absences Report

Last Modified on 12/29/2020 9:57 am EST

A child is considered absent if they are scheduled that day, but did not clock in or out. This report is run using specific criteria on the [Child Attendance Report](#).

1. Point to **Clock** and select **Child Attendance Report**.
2. Select a single date for the **Attendance Date From / Through**.
3. Select a **Class** or choose the **blank** option at the top to indicate all classes.
4. Enter 0 for both **Total Hours From / Through**
5. Check **Show Absences**.



Absences can only be reported on by individual day. Date ranges for absence reporting is not available at this time. Make absence reporting a part of your daily routine!
