KIDaccount
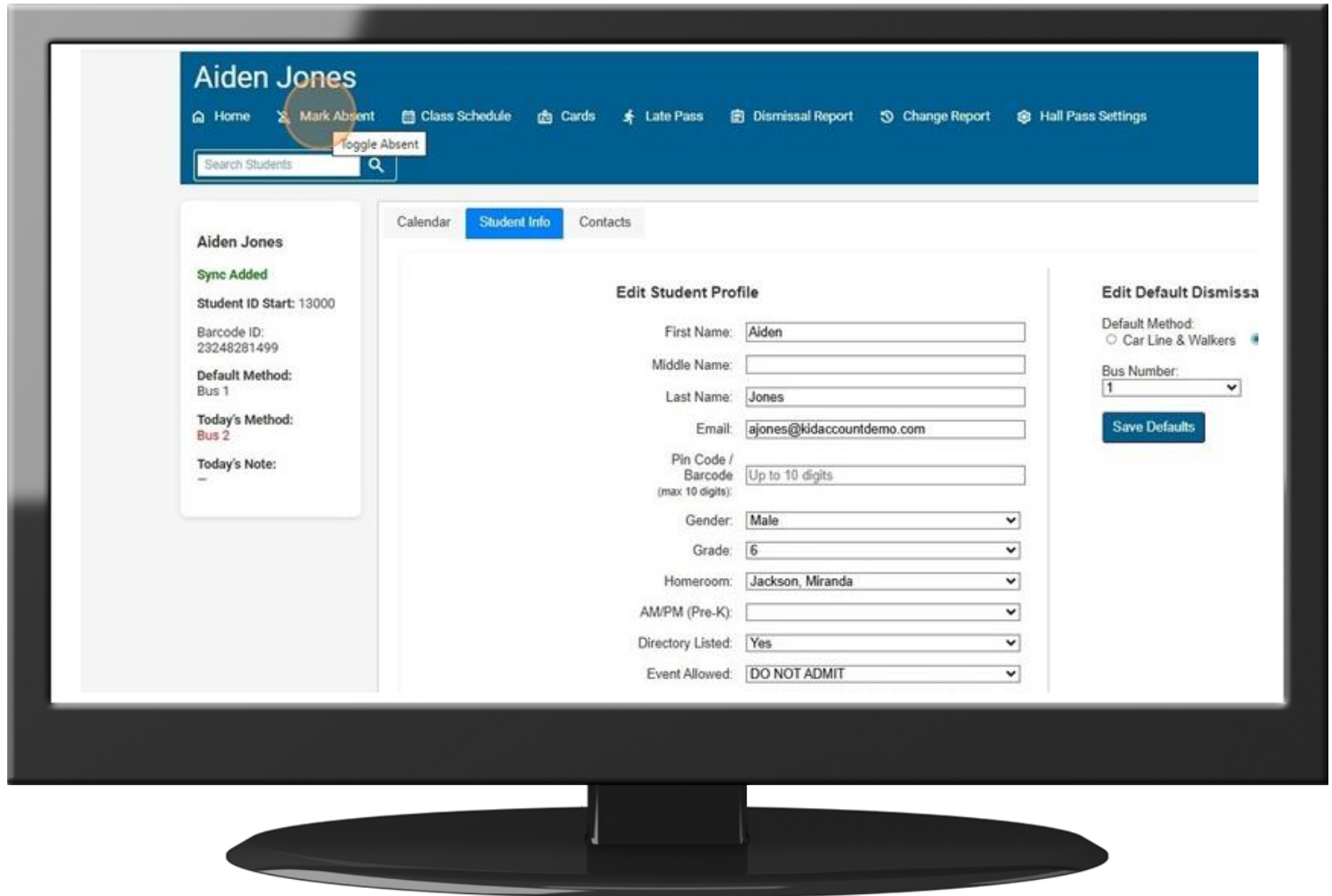
Administrative Training:
Managing Student Absence
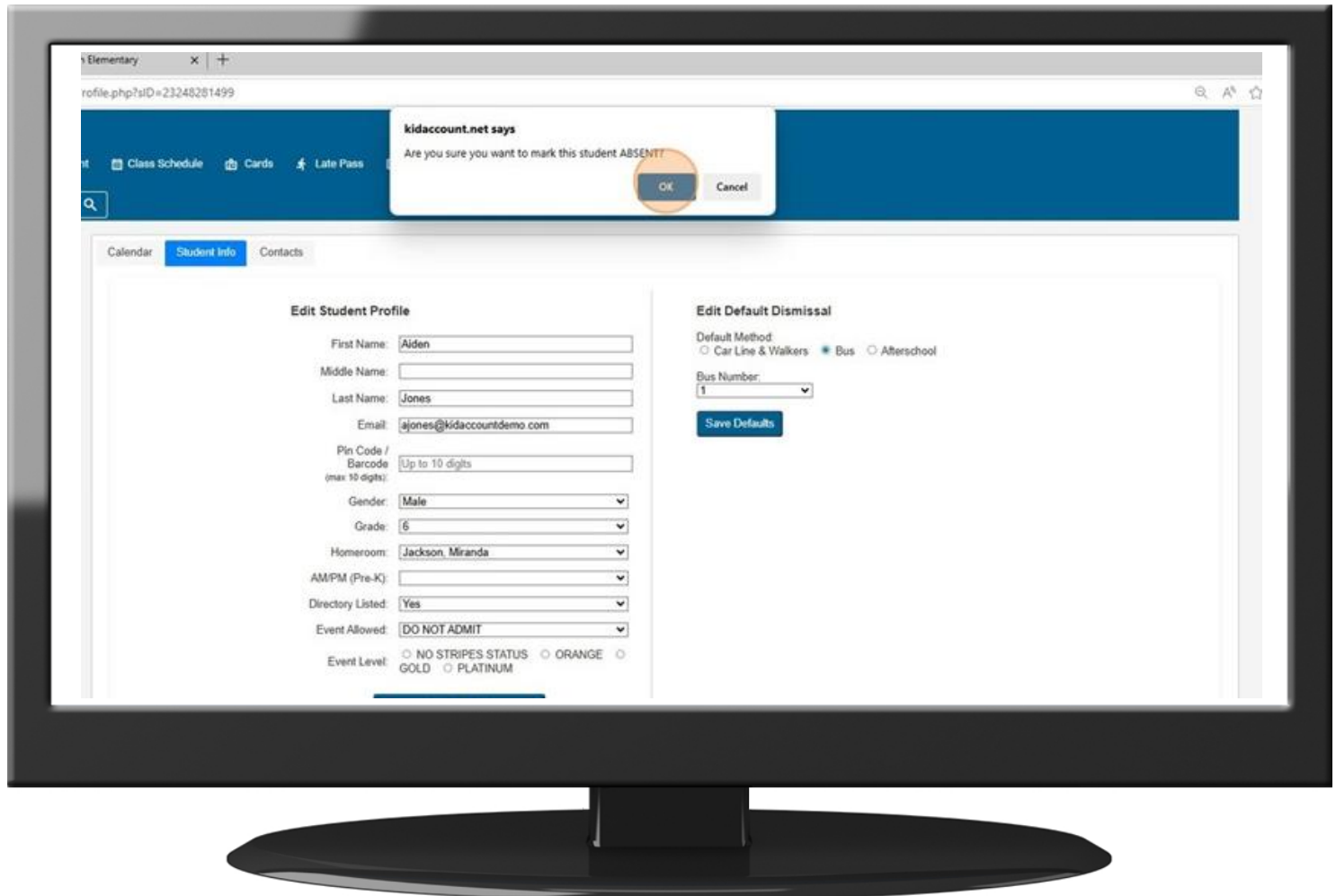
Managing Student Absence

To mark a student absent, go to the options at the top and Click "Mark Absent"
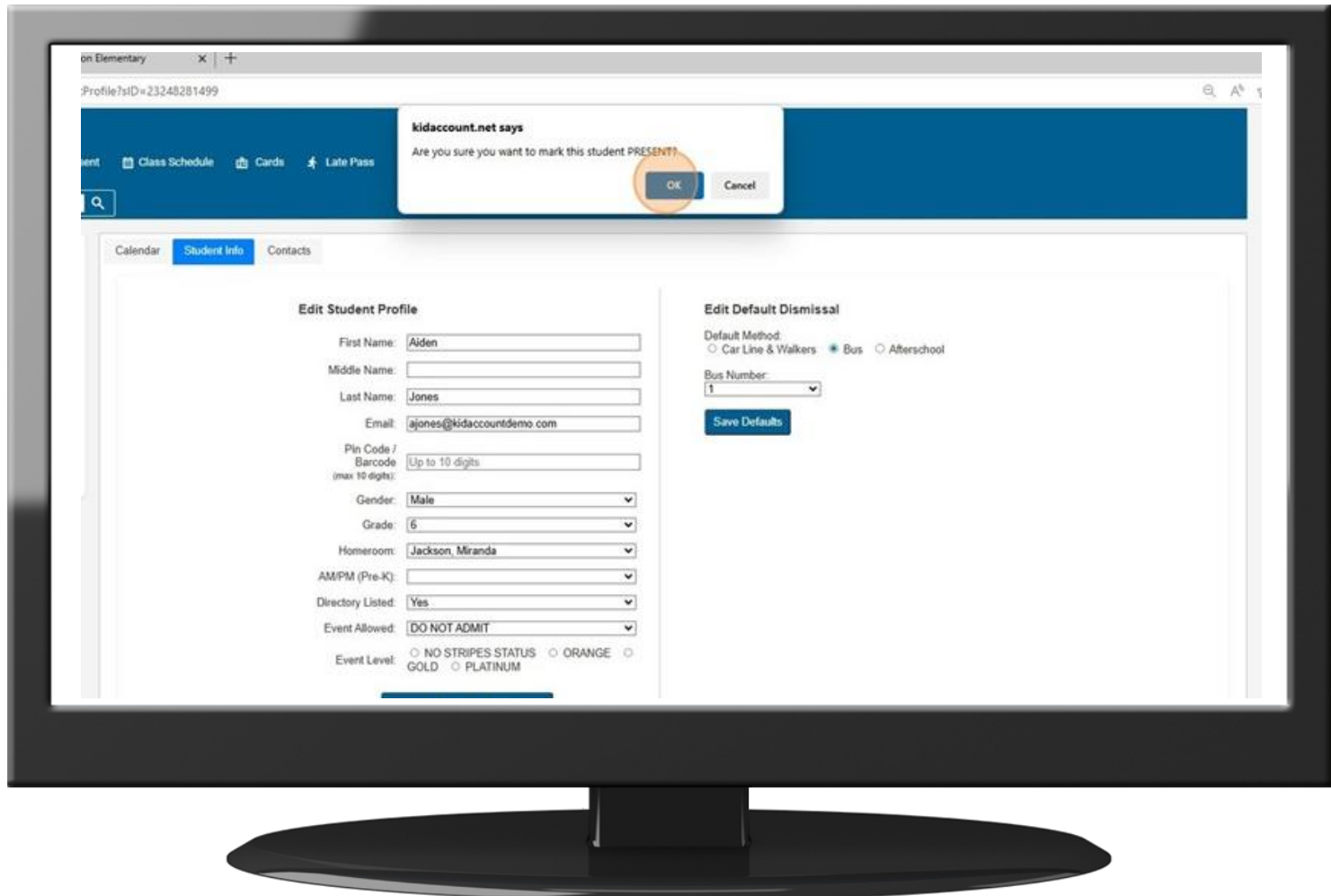
Managing Student Absence

You will get a pop-up to confirm that you want to make this change. Marking a student absent will be reflected on the Teacher Display, on the Bus Manifest and in the After School Rosters.

If you are using KIDaccount's Visitor Management System, the student will automatically be marked absent upon signing out. If your school is sending us a daily attendance sync, students who are marked absent in your Student Information System will be marked as absent in KIDaccount once the scheduled sync runs.

Managing Student Absence

If a student returns to school or comes in late and you need change the absent status to present, Click "Mark Present".

Managing Student Absence

Once again, you will get a confirmation pop-up to confirm that you want to make this change.

If you are using KIDaccount's Visitor Management System for student sign in and out, the student will automatically be marked as present when they sign in using the kiosk.
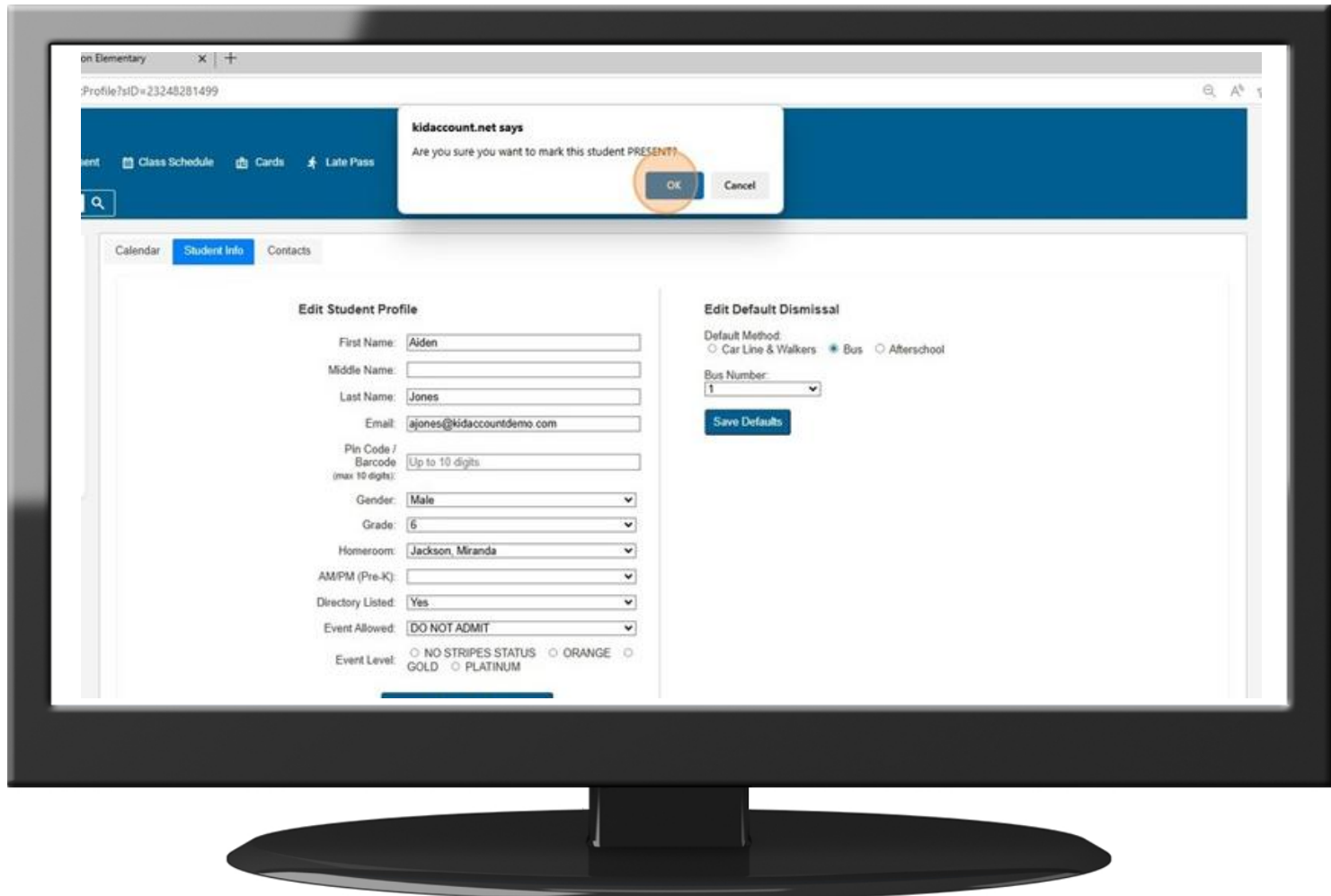
Thank You

Questions?
Please contact us at:

CustomerService@kidaccount.com

KIDaccount