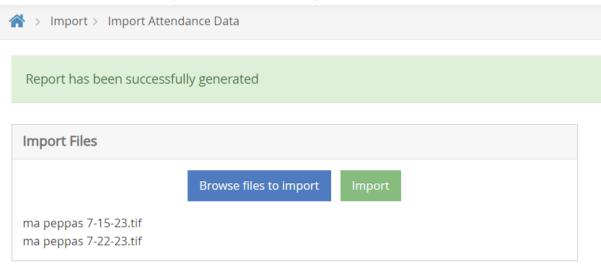
[VIDEO] Import Attendance Data

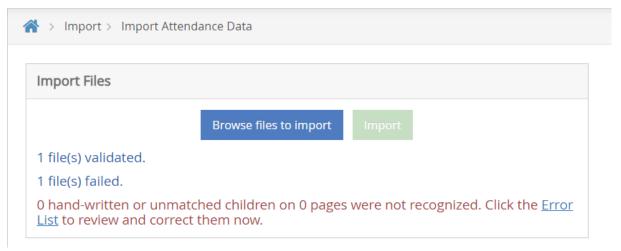
Last Modified on 08/31/2023 4:39 pm CDT

Prior to completing these steps, make sure all paper Weekly Attendance & Meal Count sheets have been scanned to your computer using the correct **Scanner Settings**.

- 1. From the menu to the left, click Import.
- 2. Click Import Attendance Data.
- 3. Click the blue box that says Browse files to import.
- 4. Select one or multiple files that have been scanned to import into KidKare.
- 5. Once the files selected show up on this screen, click Import.



6. Files will show as validated or failed.



- a. **Validated** files are uploaded successfully and now reflect on your Meals & Attendance screen and in reports. No further action required.
- b. **Failed** files should be reviewed, fixed, re-scanned, and re-uploaded. Click on **Error List** to view error details. You can fix some errors from the **Error List**, or you may need to re-scan for a better image.
 - i. Check scanner settings to ensure the document meets all scanning requirements.

ii. Check to ensure the centers completed the forms correctly and there are not abstract marks, tears, etc. Review how to fill out forms correctly.

Completed Import Sheet Sample - No Errors

Peppa's Play Yard T		Weekly Attendance & Meal Count Report Week Of: 7/10/2023 - 7/14/2023 TX Program No: 12345678														Sponsor: Test Childcare Services (972) 111-1111												
CLASSROOM #: Apple		07/10/2023 MONDAY					07/11/2023					07/12/2023					07/13/2023						07/14/2023					
						+	TUESDAY				Н	WEDNESDAY				THURSDAY					FRIDAY				-			
AGE NBR	CHILD NAME	Att I	3	L	P	+	At	n B		L P		Н	Att]	В	L	P	+	Att	В	L	P	+	Att	В	L	P	+	4
1 6y 0m 10 BING, C	HANDLER*	XX	(X	X	- -	1		-			•	X		ΙX	X		X	<u> </u>	X,	X ·	-	X,	-	X	X	-	-
2 6y 7m 36 BRAXTO	ON, TAMAR*	$ X\rangle$		X	X	- -	X	X	-	XΧ	-		XΙX	1	X,	X.		Х	-	X	Χ.		X,	-	X		-	
3 4y 6m 124 BROWN	, AMBER	X		X	X	- -	· X	(X)	-	X X	-	•	X.	-	X	XI.		X)	(-	X	ΚĮ.	-	X/2	<u> </u>	X	X	-	-
5y8m 110 BROWN	, CHRIS		1			- -	X	X	-	X X	1	-	X		X	X ·		X	-	X	Χ.	-		-	1		-	
5 5y 6m 116 DIESEL,	VIN	XX	(X	X		X	X	-	X X	-	-		-	Ш		1	X		X	X ·	-	X	-	X	X	-	-
6 5y 6m 69 ELBA, E	DRIS	X	(X	X		· X	(X	-	X	-	-		-				XX	(-	X	Χ.			-	L		-	-
7 3y 8m 109 GRAHM	, DRAKE (AUBREY)*		1								-	-	XX	1-	X	χ -		X	-	X	X ·	-	X)	(-	X	X	-	-
8 7y 4m 26 JACKSC	N, SAMUEL*	XX	₫-	X	X		X		-	$X \mid X$	1-	-	X	-	X		-					-	X	-	X		-	-
9 6y 11m 78 JORDAN	N, MICHAEL	XX	X -	X	X	- -		П	-		-	-	X	-	X	Χ -	-	X	V -	X	X ·	-		-			-	-
0 By 2m 23 KUTCH	ER, ASHTON*	1	1.				1		-		-	-		-		-	-		-	П				-			-	-
1 5y 2m 13 LATHA	N, SANAA*		1.			- -	1		-		-	-		-		-	-	П	-				П	1-	X	X	- -	
2 5y 6m 71 LEGENT	D, JOHN*		1-			- -	1		-		-	-		-		1	-	П	-				П	-			- -	
3 7y 6m 31 PALME	R, KEKE	П	-				1		-		-	•		-			-		-					-				
4 4y 6m 120 PRATT,	CHRIS		1.			- -	1		-		-	•		-		1	-		-			-		-		П		
5 6y 6m 147 ROCK,	CHRIS*		1-						-		-	-		-			-		-			-		-				
6 85y 3m 145 ROGER	S, MR.*		1-						-		-	-		-			-		-	П		-	П	-				
7 4y 6m 16 SHEPH	ARD, DEREK*		-				T		-		-	-		-			-		-			-		-			- -	
8 6y 5m 27 SULLIV	AN, JAZMINE	\Box	1-								-	-		-			-	П	-	П	1	-		-				
9 4y 4m 139 WATSO	N, EMMA*		1						-		-	-		-			-		-					-				
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2			-						-		-	-		-					-					-				
Special Diet			-	•	_	_	T		_									Γ,										
	Participants (Att & Meal Count)		T	T		T	+			1				1	11	T	T		T	1	1	T	T	T			T	1
		-	-	+	-	+	-	+-	-	-	-		-	-	+		+	-	+	-	-	+	-	-			+	-
# of Progr	am Staff & Non-Program Meals			1		_	+	-			-	-	_	-	1 1	-	-		-	+ 1	- 1	-	-	-		-		
CXFORMID1008 I	certify that the information on this I											\perp											ine.		_	Des	1 - 6	

Completed Import Sheet Sample - With Errors

Error 1: Top right corner is torn. All four corners should be visible on the image.

Error 2: There should be no marks on the page outside of Meals and Attendance boxes and there should be no color.

Error 3, 4, & 5: These are examples of incorrect ways to mark Meals and Attendance. Must be a solid "X" and be contained in the box that is marked. No check marks, slashes, or over sized X's that bleed into other boxes.

Error 6: No handwritten notes, marks, or comments should be on this page.



07/20/2023 All CACFP forms and documents must be kept for three (3) years after the end of the program year.

Peppa's Play Yard TX #9999 (1234) Week Of: 7/10/2023 - 7/14/2023 (972) 111-1111 TX Program No: 12345678 (214) 548-6633 07/12/2023 07/13/2023 07/14/2023 07/10/2023 07/11/2023 WEDNESDAY FRIDAY TUESDAY MONDAY CLASSROOM # AH B L P L P <-3 4 72154

Weekly Attendance & Meal Count Report (2)

Sponsor: Test Childcare Servi