

Record after-school attendance

Read the register states and prepare a departure by checking the authorised collector before confirming.

6 min · Requires the After-school module · 2026-09-21

Before you begin

- ✓ You need Manage After-school attendance in the edition scope.
- ✓ Check-in, absence and departure changes are recorded with operator and time.

1

STEP 1 OF 4 · 1-2 MIN

Open the day register

Open Attendance and check the date at the top. Present now, Expected, Departed and Reported absent filter the same roster without changing the totals.

Past days are read-only. When the selected day is outside the edition calendar, the register explains that there is no activity.

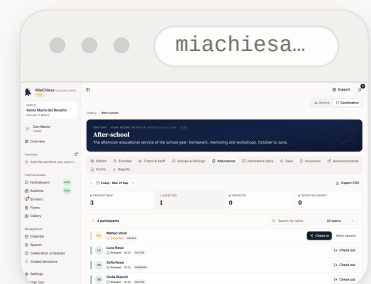


Fig. 1 The date and four states define the operational register in view.

2

STEP 2 OF 4 · 1-2 MIN

Filter people who are present

Select Present now to focus on people who checked in and have not left. You can also search by name or filter by team when the edition uses several groups.

The filter changes only the view. Check in and Mark absent update the register immediately, so use them only after identifying the right person.

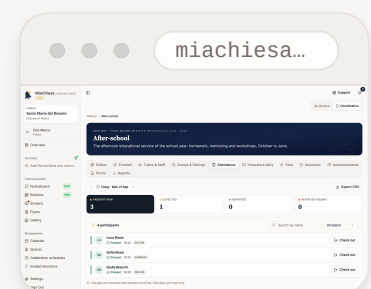


Fig. 2 Present now narrows the roster without recording a movement.

3

STEP 3 OF 4 · 2 MIN

Prepare a departure

On Luca Rossi's row, select Check out. The sheet shows the check-in time and allowed methods, such as a parent or guardian and valid authorised collectors.

Choose the collector and check their ID if you do not know them. The capture opens the sheet but does not select Confirm departure, so Luca remains present.

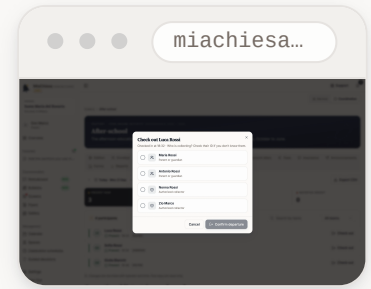


Fig. 3 The departure flow is open but not confirmed in the capture.

4

STEP 4 OF 4 · 1 MIN

Confirm only after checking

Confirm departure records the time, operator and chosen method. If there is no valid authorisation, the sheet blocks confirmation and asks for the family's pickup authorisation to be updated.

Use Export CSV for the displayed day when your access permits it. An export does not replace checking pickup authorisation.

What you have achieved

- ✓ You distinguished filters from actions that change the register.
- ✓ You opened a departure flow without confirming it in the demo.

Troubleshooting

The register is empty



Check the date, edition calendar and confirmed enrolments for that day.

I cannot confirm departure



A valid pickup method is required. Update delegations or authorisation with the family before recording departure.