

Take catechism attendance

Record who is present, excused or absent at each meeting and check the group's attendance standing.

3 min · Available · 2026-09-26

Before you begin

- ✓ You must be a catechist of the group (or have access to all groups) with the Record catechism attendance permission.

1 STEP 1 OF 4 · 30 S

Open the register

Open **Catechism** and your group. In the next-meeting card select **Mark attendance** (or **Open attendance register**): the **Attendance** tab opens on the upcoming meeting.

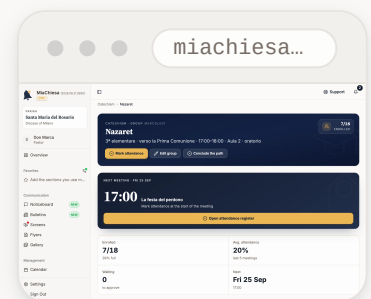


Fig. 1 Mark attendance opens the register on the next meeting.

2 STEP 2 OF 4 · 30 S

See reported absences

If a parent already reported an absence, the child's row shows **Reported by the parent** with the reason and any note. For another meeting pick the date at the top or add one with **New meeting**.

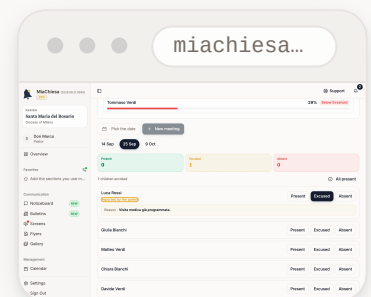


Fig. 2 Absences reported by parents already appear in the register.

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STEP 3 OF 4 · 1 MIN

Mark attendance

Select **All present** to start with everyone present, then adjust each child with **Present**, **Excused** or **Absent**. Each choice is saved immediately; the counters at the top update.

All present overwrites

All present marks every child present, including those with an absence reported by a parent. Check those rows afterwards.

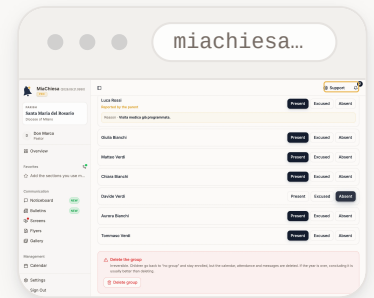


Fig. 3 The counters show present, excused and absent.

4

STEP 4 OF 4 · 30 S

Check the standing

Below the register, **Attendance standing** shows each child's percentage against the threshold for completing the year. Children below it get the **Below threshold** badge.

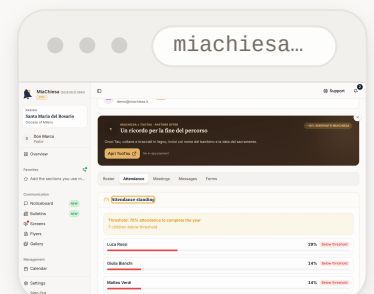


Fig. 4 The threshold is the minimum attendance percentage.

What you have achieved

- ✓ The meeting's attendance is recorded.
- ✓ You know which children are close to or below the attendance threshold.

Troubleshooting

I can't see Mark attendance



You are not a catechist of this group or lack the Record catechism attendance permission. Ask the coordinator.

I see “No meetings. Add one to mark attendance.”



The group has no scheduled meetings: add one from the register or the Meetings tab.

Why is a child below threshold early in the year?



The standing counts all the group’s meetings, including future ones: the percentage rises as you mark attendance.