How to Submit an Attendance Form

Child Care Assistance Provider

- Click "Upload" in the Attendance Submission for Current/Past Months
  Note: If you do not already have an attendance form that you use, you can download one.

- Add your attendance form.
- Select attendance as the document type.
- Click "Upload."

Upload Documents

Please upload any documents here.

⚠ Uploading password protected documents will cause a delay in registration process. Please ensure to upload documents that are not password protected.

Drag & Drop Your Files Here

or

Click Here to Browse (Max. 3MB)

✅ Upload document.docx ⬇   🗑

Document Type *

Attendance   ▼

CANCEL   UPLOAD

- Once you have submitted your attendance form you will be returned to the Dashboard.
- The attendance status for the month you uploaded will show "Submitted."