



Staff Guide

Daily Attendance — Texas Locations

Sign students in or out, or mark them absent — each now includes your signature and identity verification

What's New: KinderSystems Sign-In/Out Verification

Every sign-in, sign-out, and marked absence at Texas locations using KinderSystems now requires your signature, plus a live photo of yourself and a quick location check. All three are quick, required, and cannot be skipped.

Sign In, Sign Out, or Mark a Group of Students Absent

Sign a group of students in or out, or mark them absent, using the Attendance feature in the mobile app.

Before You Start

- Open the Procure Child Care Mobile App.

Navigate to the Screen and Student List

1. Tap Sign-In from the home screen.
2. Select the Attendance feature.
3. Select a room from the drop-down menu at the top and apply any tag filters you want.
4. Tap on Signed-Out or Signed-In: Signed Out lists students you can sign in; Signed In lists students you can sign out.
5. Choose how names display: tap the grid icon for a grid of names and profile circles, or the list icon for a vertical list with names.

Sign Students In

1. From the Signed Out list, check off each student as they arrive. You can select one or multiple students.
2. To change the time, room, or staff member before confirming a sign-in, tap More and make the necessary updates.
3. Tap Sign-In.

Sign Students Out

1. From the Signed In list, check off each student as they leave.
2. To change the time or staff member before confirming a sign-out, tap More and make the necessary updates.
3. Tap Sign Out.

Mark Students Absent

1. Select the student (or students) you want to mark absent, from either the Signed Out or Signed In list.
2. Tap More.
3. Check the Mark Student as Absent checkbox.

4. Tap Absent Students.

Confirm & Verify

After you tap Sign-In, Sign-Out, or Absent Students, sign your name, then complete three more steps before the attendance record is saved.

Step 1: Sign Your Name

- Sign your name in the signature field, then tap Done.

Step 2: Take a Verification Photo of Yourself

The Capture Parent or Pickup Photo screen opens automatically, allowing you to take a photo of yourself.

Before you shoot

- Turn on Flash (top right) if the lighting is low.
- Tap Switch camera (bottom right) to swap between the front- and back-facing camera.
- Tap the Back arrow (top left) to return to the signature screen if you need to redo it first.

Take a photo of yourself

- Make sure your face is in frame, then tap the white shutter button (bottom middle).
- **Required:** this must be a live, in-the-moment photo taken through the app's camera. There is no way to upload or choose a photo from your camera roll or photo library.

After you shoot

- Tap Use Photo to continue to the next step.
- If needed, tap Retake to take another photo (no limit).
- Tap the Back arrow (top left) to return to the signature screen.
- Tap the X (top right) to cancel and return to the class list.

Step 3: Confirm Your Location

A map preview shows a pin already dropped at your captured location.

- Tap Confirm to finish saving the sign-in, sign-out, or absence.
- If the location looks incorrect, tap Try Again to update the pin. The pin cannot be dragged or manually adjusted.

If Identity Cannot Be Confirmed

A location is required to complete this action; you cannot skip this step. Two error screens may appear:

“Location is turned off” (permission denied or no access)

A location is required to complete this action. Turn it on and try again.

Two buttons are shown: Open Settings and Try Again.

Open Settings takes you to your device's Privacy > Location settings so you can turn location access back on for the app.

Once location is turned on, return to the app and tap Try Again. This is the only way to move forward; there is no skip option.

If you are using a shared classroom device and cannot change its settings, ask an admin for help.

“We couldn’t get your location” (unavailable or timeout)

Location is allowed, but there's no fix right now—this can happen indoors. A location is required to complete this action, so please try again.

A single Try Again button is shown.

This means permission is already granted, but the device could not lock onto a GPS signal in time (common indoors or in areas with weak signal). Moving closer to a window or door can help.

Try Again is the only way forward; there is no skip option.