

How do I delete scheduled attendance before checking out?

To delete scheduled attendance prior to checking out and paying, click on the icon circled in red.

This will delete the entire week scheduled for a particular program (AM, PM)

Click on 'Find More' to return to the scheduling calendar to add more sessions.

In the example below, if you wanted to cancel Thursday AM, delete the week, return to the scheduling calendar and reschedule Monday, Tuesday, Wednesday AM.

Excellence
Week Schools



Communication | Auto-Pay | Pictures

Enrollment(s)

TEST, STUDENT

Week Date	M	T	W	Th	F
11/04/2012 Mission Viejo - AM	✓	✓	✓	✓	

TEST, STUDENT

Week Date	M	T	W	Th	F
11/04/2012 Mission Viejo - FULL DAY					✓