**Subject:** Attendance Tracking in brightwheel Announcement

Hello Kentucky Providers,

As you may already know, the Division of Child Care (DCC) has selected [brightwheel](https://info.mybrightwheel.com/kentucky) as the official childcare management software for licensed and regulated programs across the state. Not only can you receive brightwheel entirely **free** through the DCC, but brightwheel electronic attendance records are now accepted during licensing visits!

To ensure that your brightwheel attendance settings are compliant with Kentucky regulations, please review this [help article](https://help.mybrightwheel.com/en/articles/9346515-meeting-kentucky-attendance-licensing-requirements-in-brightwheel-kentucky) and complete the following:

* Add your license number to your account
* Require digital signatures at check-in and check-out
* Set up your Kiosk or QR code for families

[Haven’t claimed your free brightwheel subscription? Click here to get started!](https://info.mybrightwheel.com/kentucky)

***Coming Soon!* | DCC Audit Instructions:**

If your program receives a request for a DCC Attendance Audit, you will soon be able to send your attendance records directly from the brightwheel platform! If you are interested in being part of the pilot group of providers to help us test this audit process, you can sign up [here](https://forms.gle/qnFhCRH3JwAAWByY6). A member of the brightwheel team will contact you to determine your eligibility.

Have questions? Email [kentucky@mybrightwheel.com](mailto:kentucky@mybrightwheel.com) for questions about your account or support to get started.

Thanks,

The Kentucky Cabinet for Health and Human Services, Department for Community Based Services, Division of Child Care

