



Registering an attendance times and an absence notice at eVaka

evaka


The instruction shows how a guardian register an attendance times and an absence notice for a child in early childhood education in Espoo.

Log in to eVaka:
espoonvarhaiskasvatus.fi



City of Espoo early childhood education

Sign in with username

Take care of your child's daily early childhood education affairs in eVaka. 

Log in

Sign in using Suomi.fi

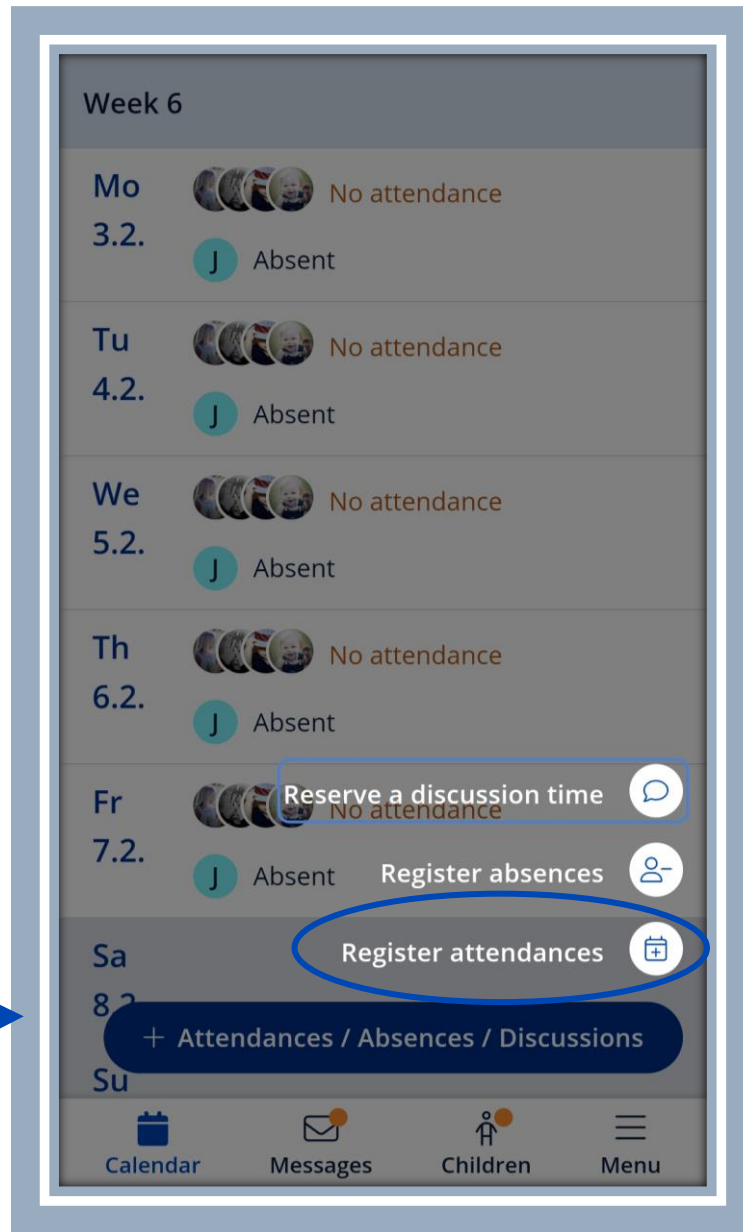
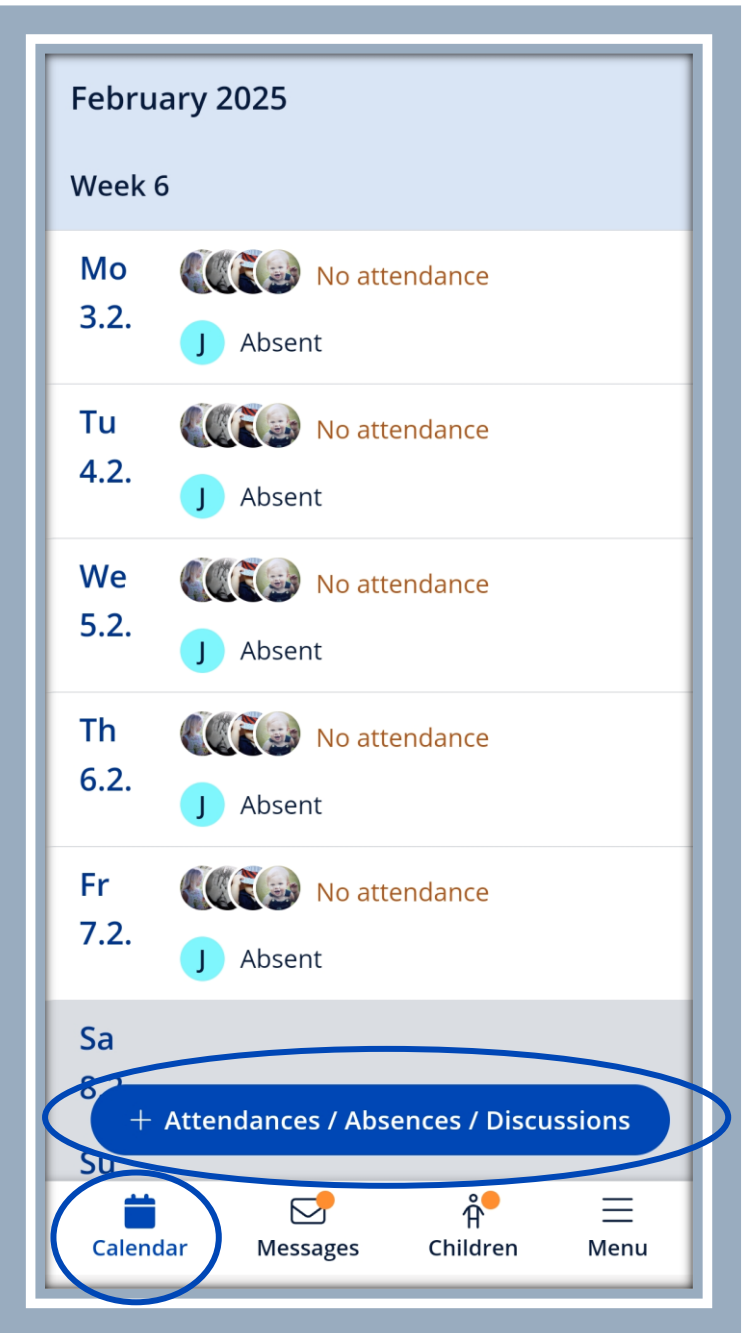
By using strong suomi.fi-authentication in eVaka, you can 

- apply for an early childhood, pre-primary or club place for your child or view a previous application
- view pictures and other documents related to your child's early childhood or pre-primary education
- report your or your child's income information
- accept or reject a decision, if you made the application

Authenticate

Log in with your personal ID

In the calendar view you can report absence and attendance times for your child.



Register attendances

Select children

Johannes

✓ Seela

✓ Manu

Elmo

Miro

Validity

Select recurrence of attendance

Same time every day

Enter period of attendance 

27.01.2025



-

29.01.2025



Mon-Wed

08:10

- 16:15



Cancel

Confirm

Register attendances by selecting the children whose attendances you want to report

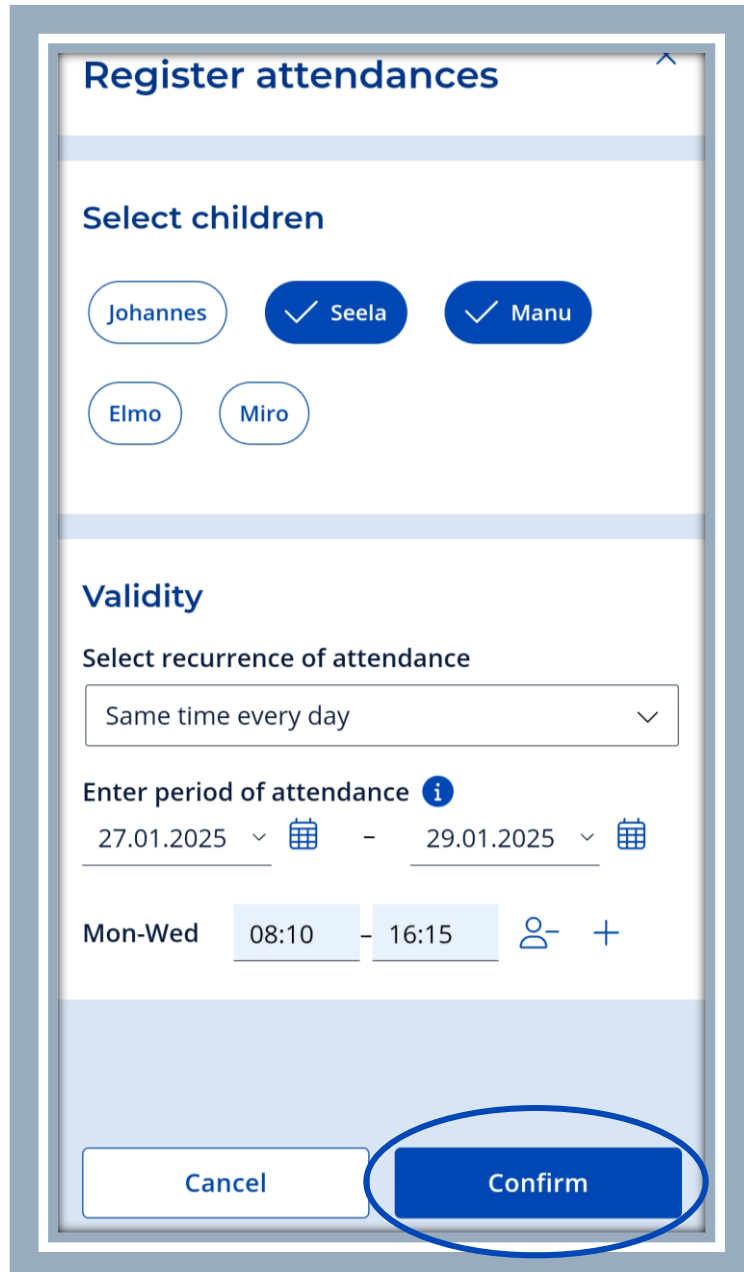
Recurrence of attendance

Period of attendance

Attendance time

Confirm

Same time every day



Register attendances

Select children

Johannes ✓ Seela ✓ Manu

Elmo Miro

Validity

Select recurrence of attendance

Same time every day

Enter period of attendance ⓘ

27.01.2025 - 29.01.2025

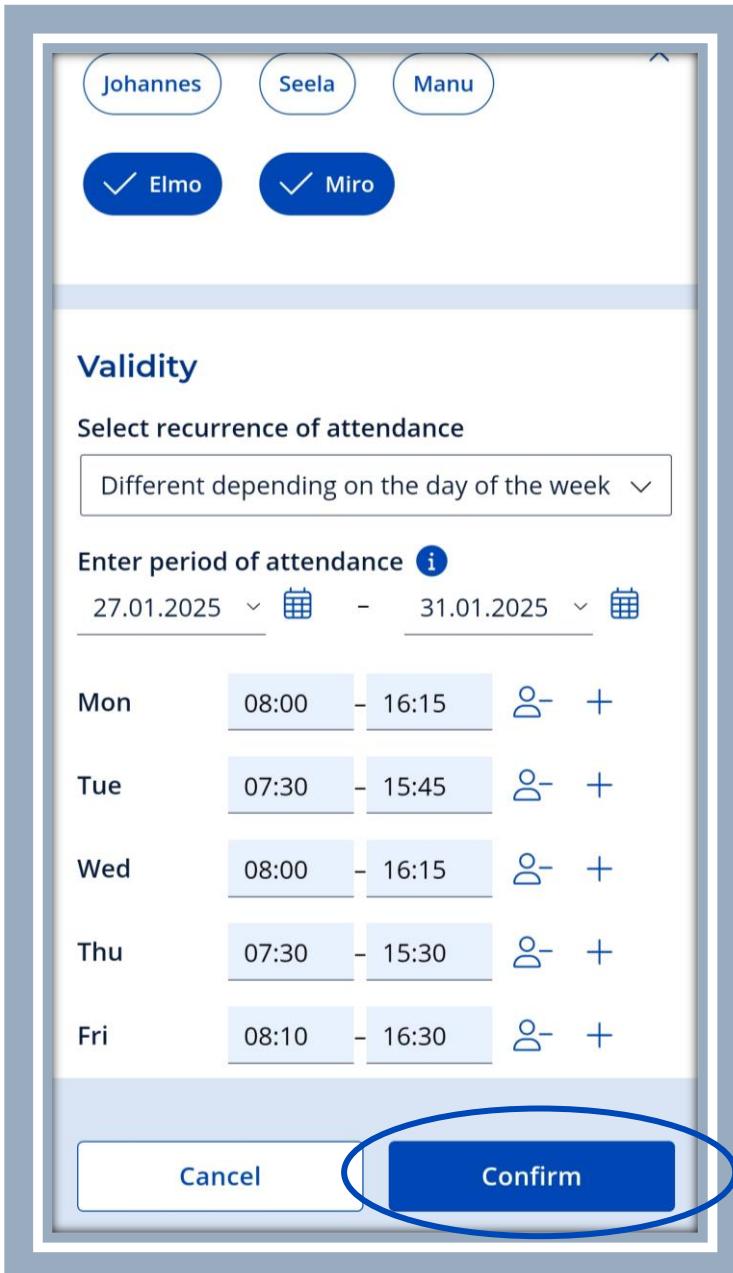
Mon-Wed 08:10 - 16:15

Cancel Confirm

If your child's early childhood education needs are at the same time every day, you can make a reservation for a longer period.

Enter period of attendance and attendance time.

Different depending on the day of the week



The screenshot shows a mobile application interface for submitting an attendance notification. At the top, there are five buttons for names: Johannes, Seela, Manu, Elmo, and Miro. Below these is a 'Validity' section with a dropdown menu set to 'Different depending on the day of the week'. Underneath is a date range selector showing '27.01.2025' to '31.01.2025'. A table follows, listing days of the week (Mon to Fri) with corresponding start and end times. At the bottom are 'Cancel' and 'Confirm' buttons, with the 'Confirm' button circled in blue.

Day	Start Time	End Time	Person	Action
Mon	08:00	16:15	Person icon	+
Tue	07:30	15:45	Person icon	+
Wed	08:00	16:15	Person icon	+
Thu	07:30	15:30	Person icon	+
Fri	08:10	16:30	Person icon	+

You can also submit an attendance notification according to weekly changing attendance times.

Enter period and times of attendance for each day of the week.

The same attendance times will be copied to all weeks of the period.

Changes frequently

✓ Elmo

✓ Miro

Validity

Select recurrence of attendance

Changes frequently

Enter period of attendance ⓘ

03.02.2025 - 07.02.2025

Week 6

Mo 3.2.	07:25	-	16:00	⊞	+
Tu 4.2.	08:00	-	16:20	⊞	+
We 5.2.	07:45	-	16:35	⊞	+
Th 6.2.	08:10	-	17:00	⊞	+
Fr 7.2.	07:15	-	15:30	⊞	+

Cancel

Confirm

You can also submit an attendance notification for times that changes frequently.

Enter period and times of attendance for each day of that period.

Register absences

Selected children

☒ Johannes ☐ Seela ☐ Manu

☐ Elmo ☐ Miro

Absent during

27.01.2025  - 28.01.2025 

Only report full day absences. Part-day absences can be reported when making a reservation.

Reason for absence

☒ Sickness ☐ Absence

Cancel

Confirm

From the same view you can report the child's absence from early childhood education.

Select the children whose absence you want to report

Enter absence period

Select a reason for the absence, sickness or absence

If you select an individual day from the calendar, you can see the reservations made for the day or if a child is reported absence.

January 2025

Mo 27.1.

08:00–16:15

J Absent

08:10–16:15

Tu 28.1.

07:30–15:45

J Absent

08:10–16:15

We 29.1.

08:00–16:15

J Absent

08:10–16:15

Th 30.1.

07:30–15:30

J Absent

No attendance

Fr

08:10–16:30

+ Attendances / Absences / Discussions

Calendar

Messages

Children

Menu

You can edit the reservation or add an absence by 6pm on monday of the previous week.

Elmo Parkkonen

Period of attendance

Registered attendance

07:30–15:45

Actual attendance

-

Seela Hellman

Period of attendance

Registered attendance

08:10–16:15

Actual attendance

-

Edit

Register absences

Elmo Parkkonen

Period of attendance

Registered attendance

Absent

Actual attendance

-

Seela Hellman

Period of attendance

Registered attendance

08:30 - 15:00

Actual attendance

-

Cancel

Save

evaka