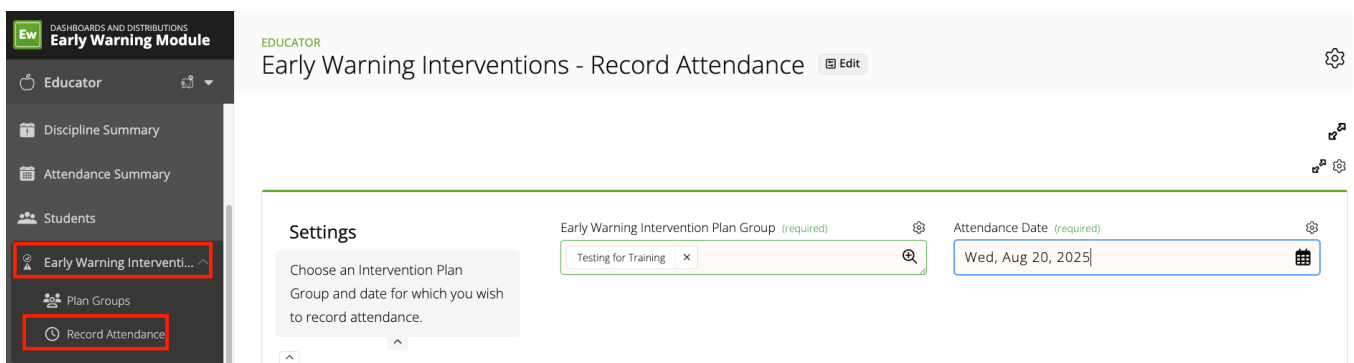


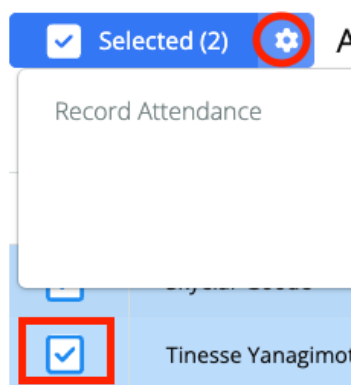
Record Attendance for an Early Warning Interventions Plan Group

Here, you will learn how to record attendance for an Early Warning Interventions Plan Group.

1. Start under **Early Warning Interventions** in the left navigation menu and choose **Record Attendance**.
2. Click the **magnifying glass** in the **Early Warning Intervention Plan Group** field and select the **checkbox** to the left of the group's name.
3. Select the **Attendance Date** for which you wish to record attendance.
4. Click **Save**.



5. You will see a data table of the students from the group.
 - a. Click one or more **checkboxes** to the far left or click the top checkbox to select all.
 - b. Click the **Selected Gear** in the top left and choose **Record Attendance**. This will record attendance for all the plans you have chosen.



- i. Select **Present, Absent, or Tardy** from the **Attendance Type** dropdown menu.
 1. You will see a confirmation window: This will create the attendance logs for all selected plans. Any plans with existing logs for the selected date will be updated to the new values. Are you sure you wish to proceed?
 2. Select **Yes or No**.

Record Attendance

Record attendance for all selected plans

Attendance Type (required)

- Present
- Absent
- Tardy

- ii. Fill in the **Notes** field.
- iii. Click **Save**.