To Print Attendance Verification Reports:

Step 1: Log into **txGradebook**

Step 2: Under **Reports** choose **Attendance Verification Report**

Step 3: Select | Current Semester |

Then | Must be run for all Classes |

Enter Date Range – Get Date Range from PEIMS Clerk on Campus

Check
- ☑ Include Withdrawn Students
- ☐ Summary Only

Step 4: | Generate |

It will look like this:

You will have to do this for each & every one of your classes.
(For example -if you have 6 periods, you will have 6 reports.)