To Print Attendance Verification Reports:

Stan 1.	Log into	™Gradebook
Step 1:	Log into	Gradebook

Step 2: Under Reports choose Attendance Verification Report

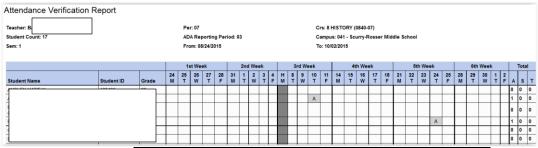
Step 3: Select	Current Semester
Then	Must be run for all Classes

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

Check	✓ Include Withdrawn Students
	Summary Only
Gene	erate

It will look like this:

Step 4:



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.)