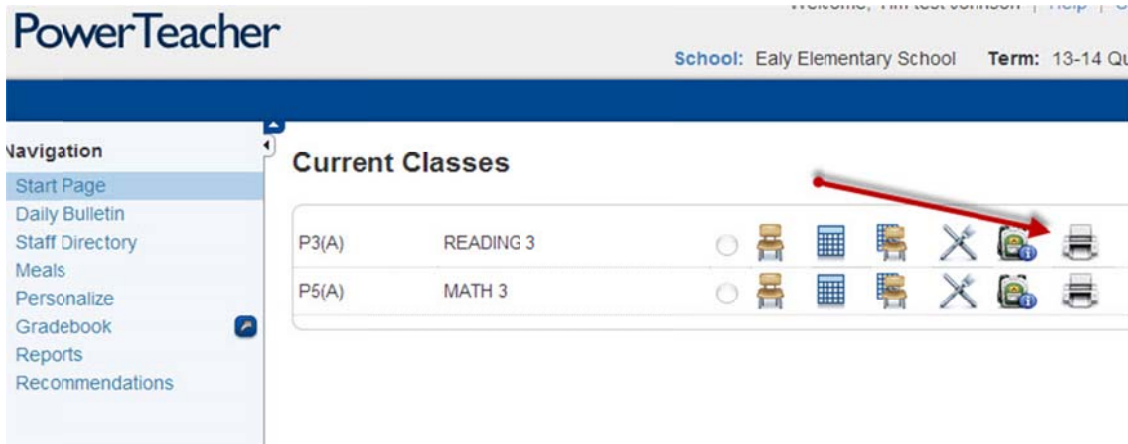


How to Print a class roster showing Student Account User Name, Password and parent permission date

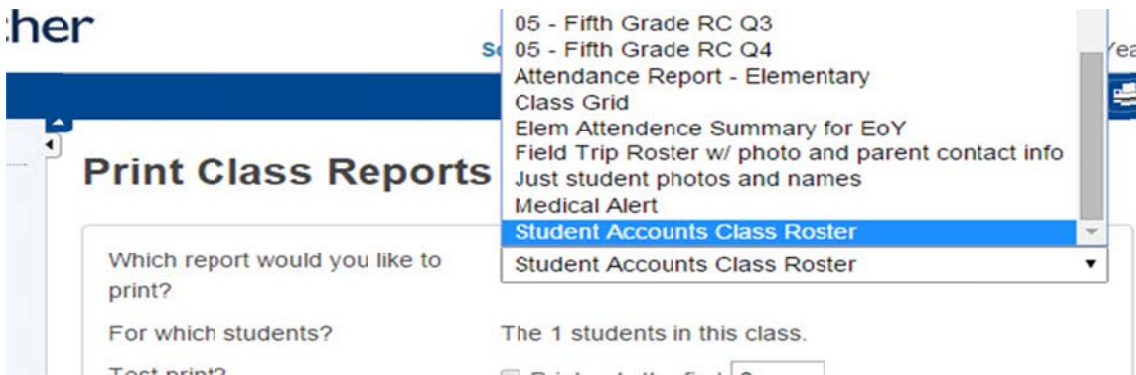
Log into the attendance portal

Click the printer icon across from your class.



In the drop down menu, select Student Accounts Class Roster

Click the Submit button



When the report is completed, it will generate a .pdf of your class showing the student name, Google Apps user name, Password and the date the parent turned in permission. Rinse and repeat for each class.

If you know a parent turned in the permission form but the permission date is blank, contact your front office to fix.

