

How to Log Daily Attendance:

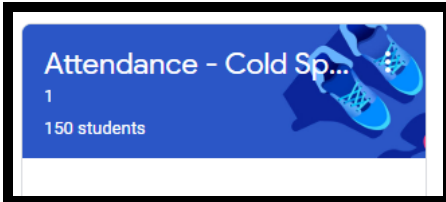
Steps to Log your Daily Attendance

1. Go to classroom.google.com

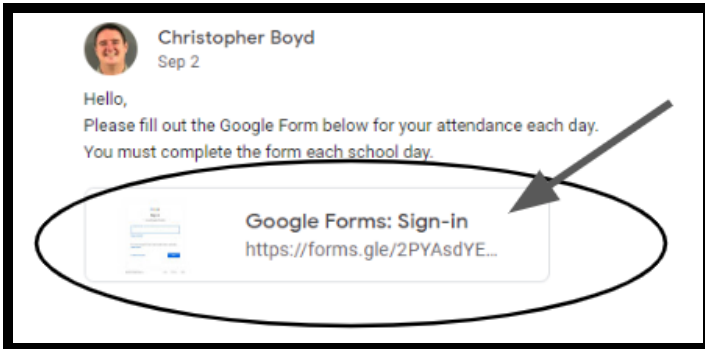
2. Log Into the Student's G Suite Account

(ex: j.smith@student.ppcsd.org)

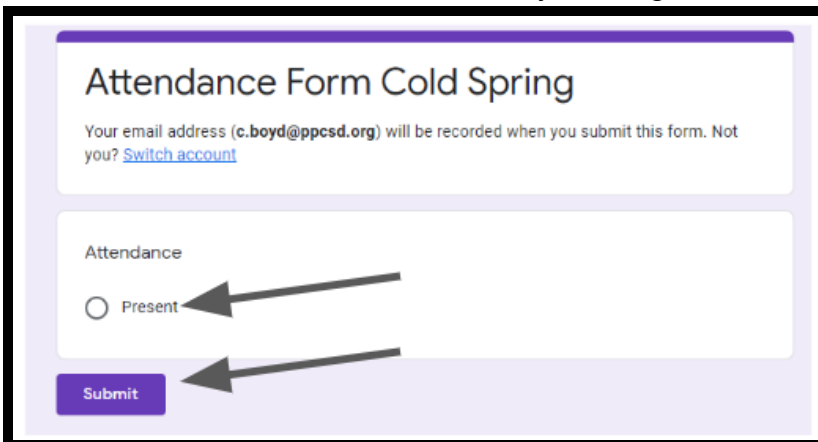
3. Click on the Google Classroom that says Attendance - Cold Spring



4. In the Announcements Section Click on the Google Form



5. Submit the Attendance Form by clicking Present and Submit

A screenshot of a Google Form titled "Attendance Form Cold Spring". Below the title, it says "Your email address (c.boyd@ppcsd.org) will be recorded when you submit this form. Not you? [Switch account](#)". The form has a section titled "Attendance" with a radio button next to the word "Present". Below this, there is a purple "Submit" button. Two arrows point to the "Present" radio button and the "Submit" button.

**** Please note if you have more than one Student at Cold Spring you need to complete this for each child**