HOW TO:
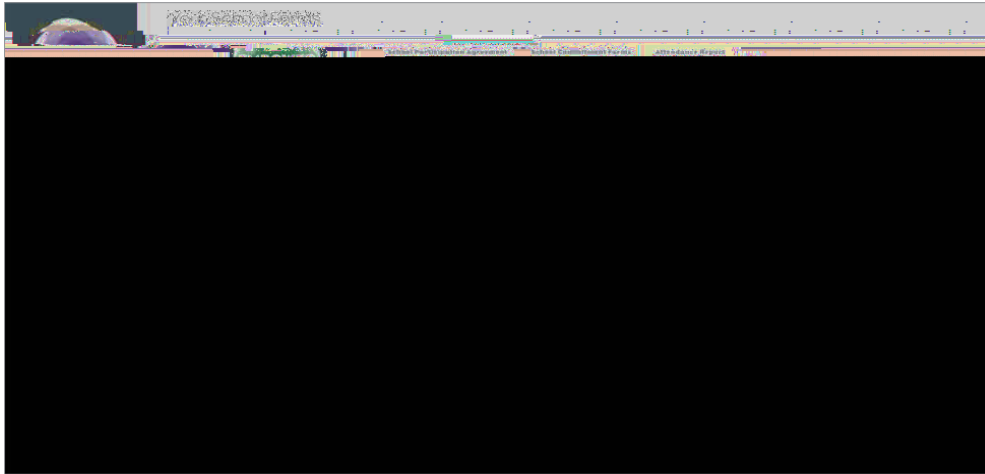## COMPLETE THE ATTENDANCE VERIFICATION FORM

1. Log into your school's EmpowerXChange portal. On the School Portal dashboard, click on School Forms on the left panel, and then the Attendance Report tab. Click on "Get Started" to begin the report.

2. You will see the list of students for the report. Select either "Enrolled" or "Not Enrolled". For any student who is Not Enrolled, you will need to also select their withdrawal date before submitting.

- It is important to carefully select the correct status, as final payment checks are processed through this report.
- C ic S b i

3. You are finished completing the attendance report.

Note - If you'd like to view the full year's report and student details, you can download it by clicking on the download button located on the right-hand section of the page. This report is view-only and for your records.