PRIMAVERA

APPROVING ATTENDANCE

HOW TO APPROVE YOUR STUDENT'S ATTENDANCE: STEP-BY-STEP CHECKLIST

☐ Go to central.strongmind.com

☐ Click the login button

☐ Type in your username and password and click login

☐ An alert should populate that says "attendance ready for approval" click on that, or click the calendar icon on the left

☐ Review and click on the days to make changes if needed, or scroll down and click approve

A couple notes:

• A parent and student cannot be logged in at the same time, so have the student log out, parents log in, or use a different browser (ex: if student used Chrome, try Safari or Firefox)

• Students that are over 18 will be able to submit and approve attendance on their student account

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