

How to Complete a Student Attendance Verification Report

The Student Attendance Verification Report replaces the paper-based “no show” reporting process coordinated by the Registrar’s Office. All faculty are required to complete this report to ensure York College’s compliance with federal financial aid regulations. **Please note that recording daily attendance in Spartan Success Network (i.e., if students are present, absent, tardy, or excused for each class meeting) is a complementary but different process. The Student Attendance Verification Report focuses on students who have never attended class.**

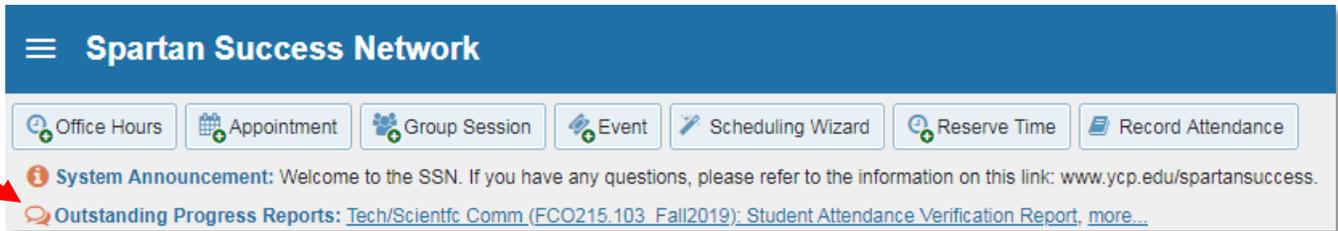
You will receive an email when there is a new report for you to complete. Each individual report presents a student roster for one course section.

NOTE: If you are team-teaching or otherwise sharing a course, all instructors will receive email notifications about the associated report. Consult with each other to determine which ONE of the instructors will complete the report; the other instructor(s) simply will submit a “blank” report to prevent future reminder messages and to facilitate thorough record-keeping.

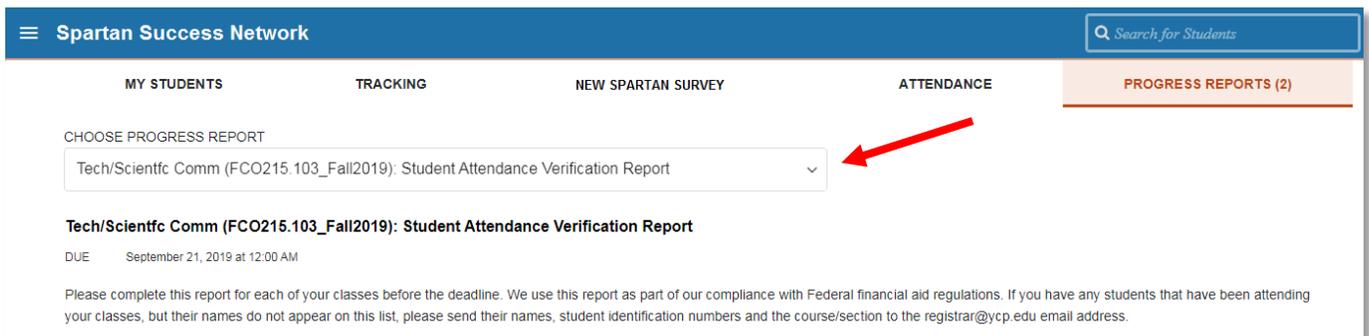
1. Access Spartan Success Network (SSN) by logging in to **MyYCP** and clicking on the green star icon labeled **Spartan Success**.



2. Select the **Outstanding Progress Reports** link on your SSN Home page to go to the **Progress Reports** tab.



The selected report opens, listing your students on the left and items you may raise across the top. Each course you are teaching will be listed in the drop-down menu within the Progress Reports tab.



3. If one or more of your students has **never attended class**, check the associated “No Show” box. If all of your students have attended at least once, do not check any boxes and skip to step 4.

Comments are not required with the No Show Flag, but you have the option of including them by clicking on the comment icon. *The student can view your comments in their folder.*

Click on the information icon for details about the No Show Flag.

The screenshot shows the 'Spartan Success Network' interface. At the top, there is a navigation bar with 'MY STUDENTS', 'TRACKING', 'NEW SPARTAN SURVEY', 'ATTENDANCE', and 'PROGRESS REPORTS (2)'. Below this is a table with columns for 'Name' and 'No Show'. The table lists eight students, with 'Student 2' and 'Student 4' having their 'No Show' checkboxes checked. There are also '+' icons next to 'Student 2' and 'Student 4'. At the bottom of the table, there is a 'RESET' button and a 'SUBMIT' button. A search bar is visible at the top right of the table area.

Name	No Show
Student 1	<input type="checkbox"/>
Student 2	<input checked="" type="checkbox"/>
Student 3	<input type="checkbox"/>
Student 4	<input checked="" type="checkbox"/>
Student 5	<input type="checkbox"/>
Student 6	<input type="checkbox"/>
Student 7	<input type="checkbox"/>
Student 8	<input type="checkbox"/>

4. Click the **Submit** button **only** when you believe you have a complete report of students who have “no showed” your class. *(Once you have submitted the report, it is no longer accessible, so you won’t have an opportunity to add to or undo your responses.)* Subsequently, students identified as a “no show” will receive a personalized email from the Registrar; below is an excerpt of specific instructions from that message:

“You must begin attending this class OR officially withdraw from this class. If you do not take one of these actions, you will receive a ‘0’ for your grade at the end of the semester. This may jeopardize your academic progress and/or financial aid, which includes federal and state aid, VA benefits, and other forms of financial aid.

Please contact the instructor of [Course Name] if you wish to remain in this class. If you do not wish to remain in the course, please contact your academic advisor. This notice is part of your permanent record with the College.”