

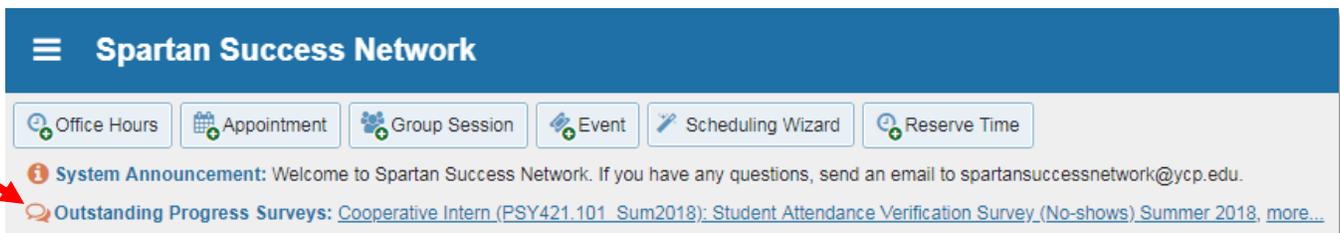
How to Respond to a Student Attendance Verification Survey

The Student Attendance Verification Survey replaces the paper-based “no show” reporting process coordinated by the Registrar’s Office. All faculty are required to complete this survey to ensure York College’s compliance with federal financial aid regulations.

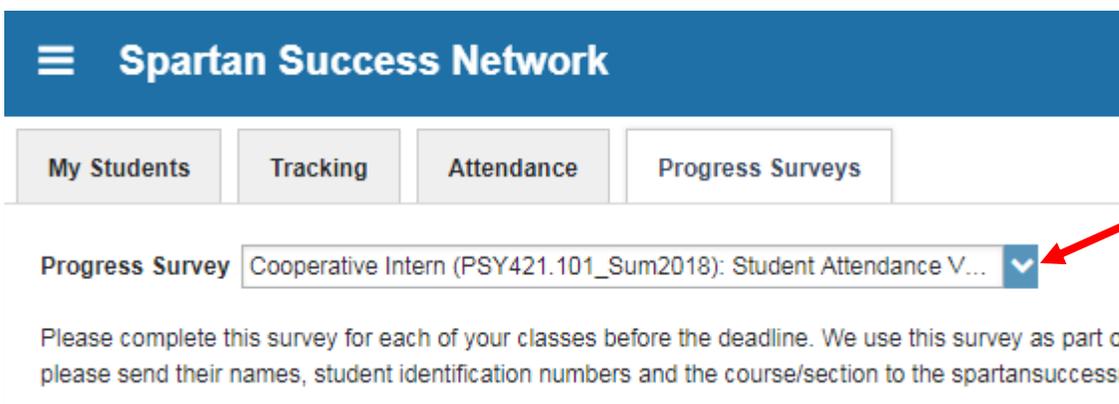
You will receive an email when there is a new survey for you to complete. Each individual survey presents a student roster for one course section.

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

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 Surveys** link on your SSN Home page to go to the **Progress Surveys** tab, which is only visible when you have active surveys.



The selected survey 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 Surveys tab.



3. By default, “Attending (Yes)” will be selected for each student. If one or more of your students has never attended class, check the associated “No Show” box.

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 this information in their folder.*

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

The screenshot shows a web interface for a progress survey. At the top, there are tabs for 'My Students', 'Tracking', 'Attendance', and 'Progress Surveys'. Below the tabs, the survey title is 'Cooperative Intern (PSY421.101_Sum2018): Student Attendance V...'. There are buttons for 'Save Draft', 'Never Mind', and 'Submit'. A message states: 'Please complete this survey for each of your classes before the deadline. We use this survey as part of our compliance with Federal financial aid regulations. If you have any students that have been attending your classes, but their names do not appear on this list, please send their names, student identification numbers and the course/section to the spartansuccessnetwork@ycp.edu email address.' Below this is a search bar with a 'Go' button. The main area is a table with columns: 'Name', 'Attending (Yes)', and 'No Show'. The 'No Show' column has a checkbox and an information icon. The table lists six students: Edwend, Pamela (9931540SF), Kellord, Mackenzie (99315289F), Nischen, Emilio (99315199F), Rantit, Becca (99315319F), and Ricvoll, Renata (99315349F). The 'Attending (Yes)' column has green checkmarks for all students except Edwend, Pamela. The 'No Show' column has a checked checkbox for Edwend, Pamela. At the bottom, there are buttons for 'Save Draft', 'Never Mind', and 'Submit'. A status bar at the bottom left says 'Total Items selected: 1' and 'Required fields'.

Once you have submitted the survey, you will not have an opportunity to add to or undo your responses. Use the **Save Draft** option if you aren't ready to submit your survey.

4. Click the **Submit** button *only* when you are finished providing feedback. 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.”

Watch the [Two Minute Tip on completing a Progress Survey](#) for a demonstration of this feature.