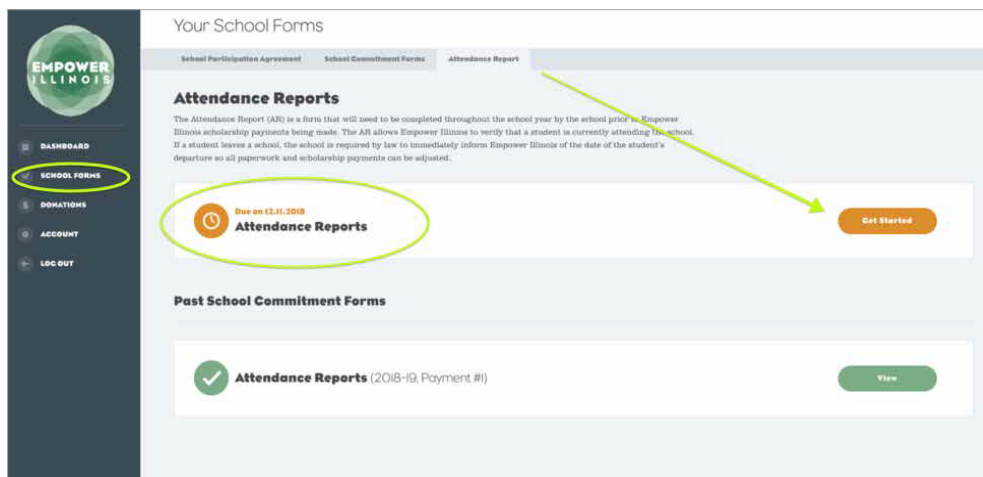


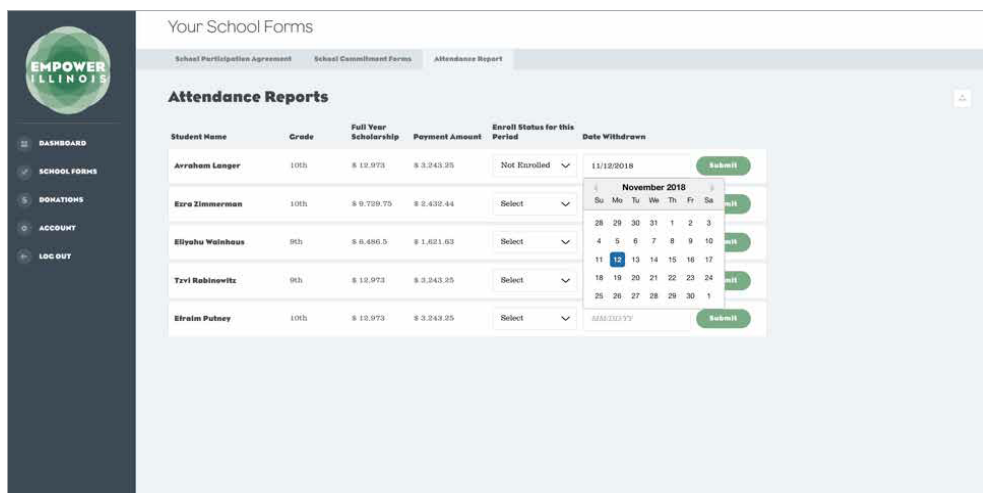


# HOW TO: COMPLETE THE ATTENDANCE VERIFICATION FORM

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.

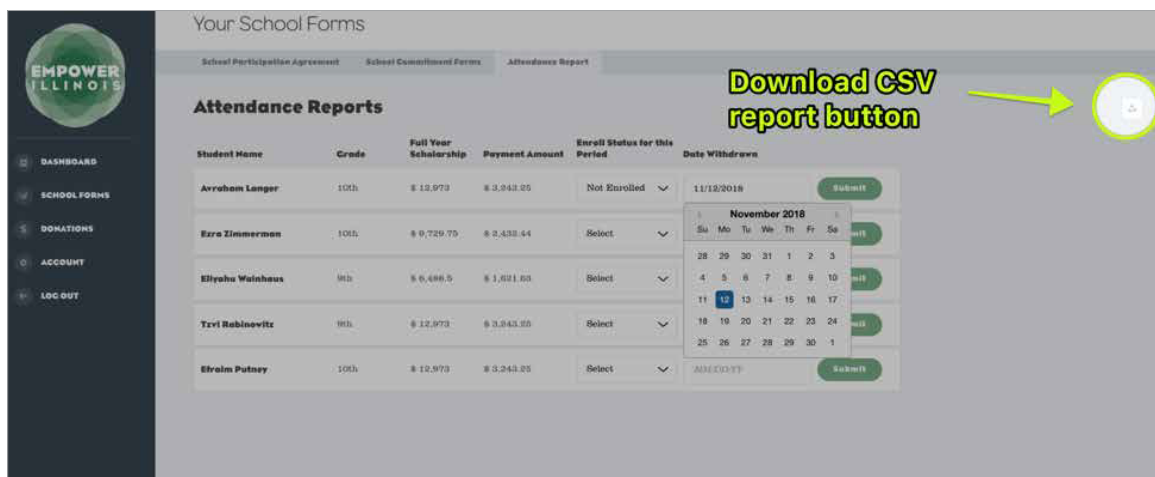


2. You will see the list of students for the report. Select either "Enrolled" or "Not Enrolled". For any student who is Not Enrolled, you will need to also select their withdrawal date before submitting.



- It is important to carefully select the correct status, as final payment checks are processed through this report.
- **Click Submit** for each student, and a success message will flash at the top of the screen. You will not be able to see the student name on the dashboard once submitted.
- The report is complete once each student on the report has been submitted.
- If for any reason you need to make updates to the submitted attendance report, contact [schools@empowerillinois.org](mailto:schools@empowerillinois.org).

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.