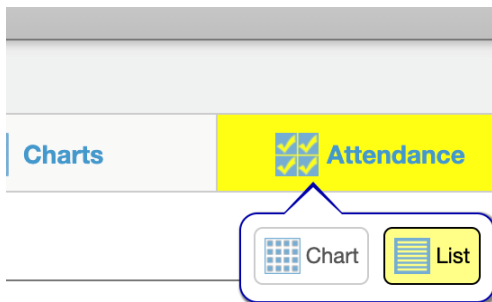
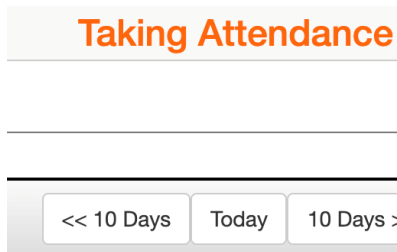


How to Change a Student's Attendance Status for a Previous Day in Synergy

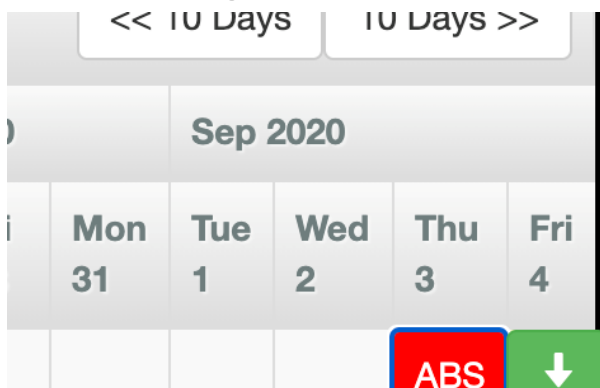
1. Log into Synergy
2. Hover over the word Attendance, and then click on the list option



3. At the top of the screen click on the “10 days option” with the carrots pointing to the left



4. Click in the box under the previous day's date and next to the correct student's name
5. Keep clicking the correct attendance status is showing



6. Click “save”