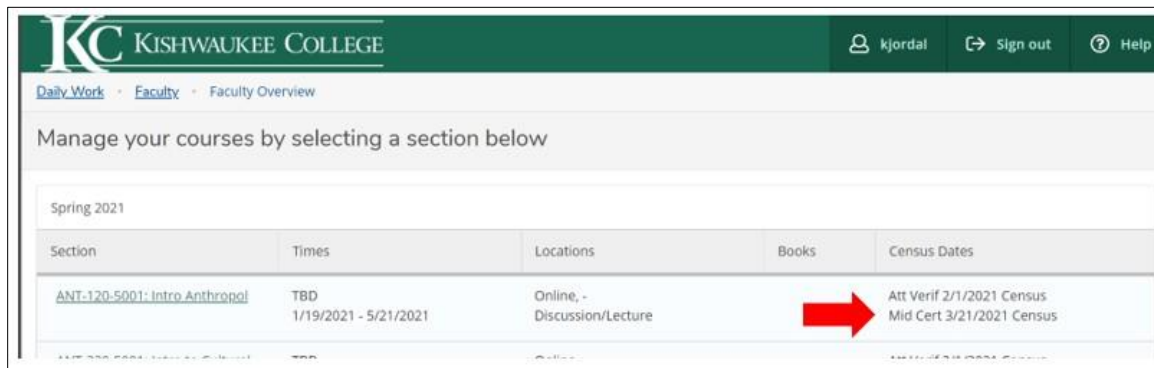


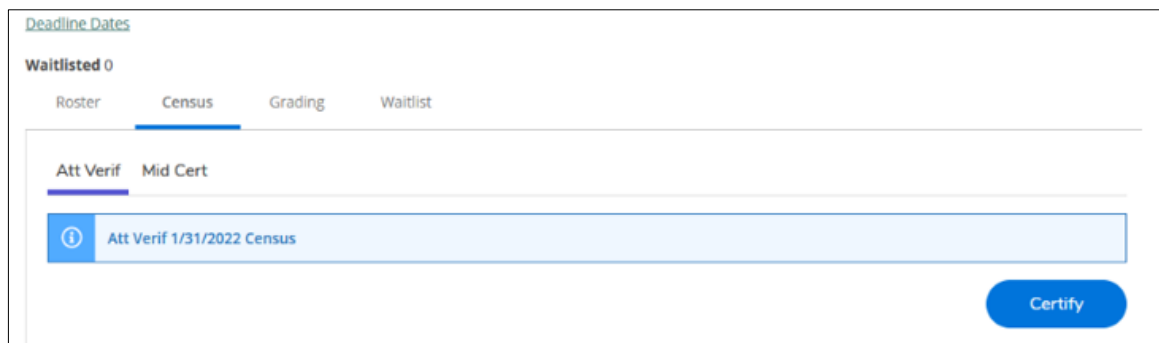
## Attendance Verification (AVR) Process

1. Log in to myKC
2. Click on Kishwaukee College Self-Service (located in Applications area)
3. Select Faculty

NOTE: Attendance verification should not be done until the day after the Att Verif Census Date indicated for the course.



4. Select the course to verify
5. Click Census, then Att Verif. Your student roster will populate.



6. If a student has not attended, choose “Never Attended”. **(Do not enter a last date of attendance as that component is for use on Midterm Certification only.)**

NOTE: a) If all students have attended there will be no check marks. b) For cross listed classes student may be marked “Never Attended” on one section, but each section must be individually certified.

7. Once complete, click “Certify”
8. Click “Submit” to finish the verification process

NOTE: If you log out / back in, the Att Verif will no longer show on the Census tab since it has been completed.