How to Log Daily Attendance:

Steps to Log your Daily Attendance

1. Go to classroom.google.com

2. Log Into the Student’s G Suite Account
   (ex: j.smith@student.ppcsd.org)

3. Click on the Google Classroom that says Attendance - Cold Spring

4. In the Announcements Section Click on the Google Form

5. Submit the Attendance Form by clicking Present and Submit

** Please note if you have more than one Student at Cold Spring you need to complete this for each child