**Internet Outage Procare Procedure**

**Complete Now**

STEP 1. Print out list of students from Procare – update if new students added

 [**See Video**](https://www.stocktonusd.net/cms/lib/CA01902791/Centricity/Domain/173/Procare%20Student%20List.mp4) Don’t worry about the dates

STEP 2. Recommend parents download the Procare app

**Internet out:**

Option 1. Ask to see if there is a hot spot you can borrow from your administration

Option 2. If you want use your cell phone

Option 3. Get physical signatures using the list mentioned above

For students who parents used app, ask them to scan the qr code again and follow the prompts. When the first use the qr code it will register as a sign in, the second time will sign out.

**When internet is back on during program:**

Sign in all students in Procare who attended the program that day; adjust sign in time

sign out for parents you have physical signature for prior to internet coming back

**When internet is back the next day.**

Adjust times for those who signed in and out using the Procare app.

Sign in all students in Procare who attended the program that day; adjust sign in time.

 You will not be able to sign students out for this day.

Include the signatures you received in physical form to your attendance count

Attach parents signature sheet to the Attendance Report Cover Sheet you send to Melissa.