How to Enter/Edit the ABSENCE and ISS Count in the Attendees Page

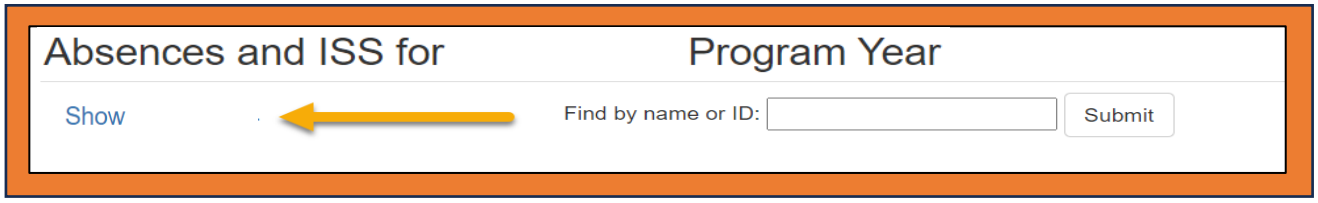
1. **Step One:** Login to your ELAP Account with your ELAP username & password
2. **Step Two:** Select your correct **grantee/grant type/site(s)**
3. **Step Three:** Select **Attendees Screen (Administer Attendees, Add/Edit Participation)**
4. **Step Four**: Scroll to the bottom of the **Attendees Screen** until you see the data buttons



5. **Step Five:** Select the orange **Absence and ISS** button



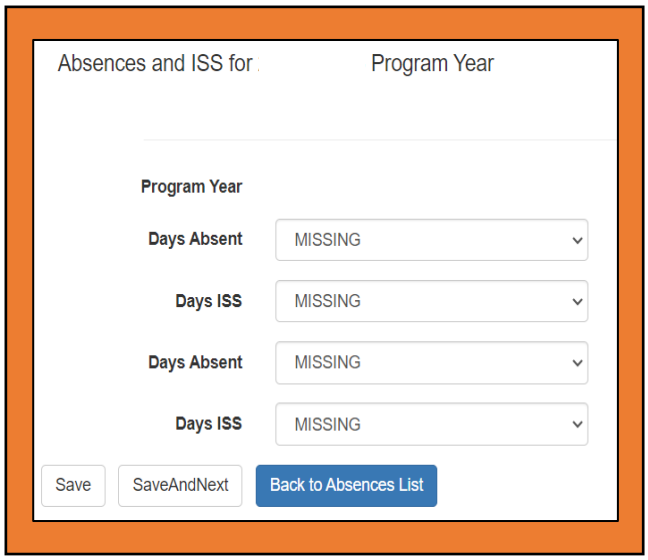
6. **Step Six**: In the top left corner of the **Absence/ISS** page, you'll see the toggle "**Show Year – Year**" that alternates between previous and current year. This allows you to toggle between your current student roster and your previous year's student roster.



7. **Step Seven:** Locate an attendee who needs their absence/ISS data edited and select the **EDIT** button located next to their name. You can do this using the **Find By** filter or by scrolling.
   Please Note: *This list defaults to those who meet the criteria - enrolled attendees who are currently in grades K-12.*



8. **Step Eight**: On the individual attendee's edit screen, you will see a dropdown menu for each program year category. Select the dropdown arrow next to each entry and enter the correct data.



9. **Step Nine**: After adding the data entries, select **Save**. When the data is saved, you will be returned to the main **Absence/ISS** page.



***Repeat Steps **Seven through Nine** until you have entered/updated each attendee's data.*