SproutAbout.

Quick Reference Guide

Audience: School leadership.

Purpose: Learn how to refresh data for a record from LCW to SproutAbout.



Refresh record from LCW

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Find the child for whom you would like to refresh their data from LCW within the SproutAbout web application.

Quick Note: If the child you are looking for has been withdrawn for more than 90 days, check the **show withdrawn children** box to include them in the list.



Click on the child's card to get to their record.

Next, click on the **Refresh Record from LCW** link.

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Classroon Assignmentbi Withdrawn	×			2 Robust Record from LCW
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Please select all events an Learning Care Graup's Chi	dior sabotances that may trigger at inclusion Pracedure. Once a se	e severe ellergic reaction, according to t rere allergy is added, it will be reflected	the Serverse Aldergy Pecket completed a Lan the child's profile photo throughout	and approved as part of at SpractAbout.
Severe Allergies No severe allergies rec	anded.			

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Any updates that were made in LCW will update in SproutAbout. The modal will indicate which specific information was updated.

In this example:

- a. Child status from withdrawn to active
- b. Child's birthday

Click OK to close the modal.

If the refresh fails, an error modal will display. Click OK and try to refresh the record again.

