The page features several decorative brush strokes: a large light green wavy stroke in the top left, three orange horizontal strokes on the right side, a blue spiral in the bottom left, and a purple wavy stroke in the bottom right.

Quick Reference Guide

Audience: School leadership.

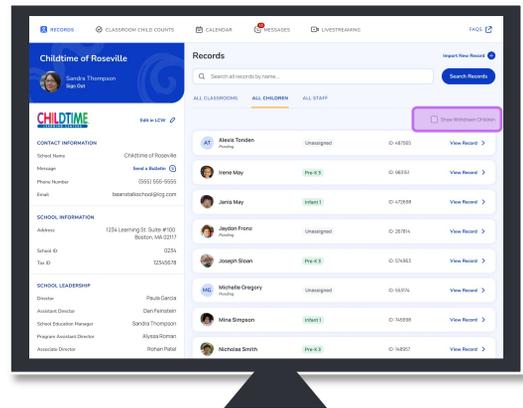
Purpose: Learn how to refresh data for a record from LCW to SproutAbout.

Refresh record from LCW

1

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

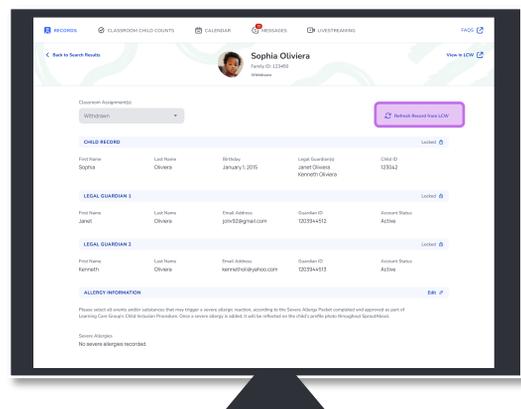
Quick Note: If the child you are looking for has been withdrawn for more than 90 days, check the **show withdrawn children** box to include them in the list.



2

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

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



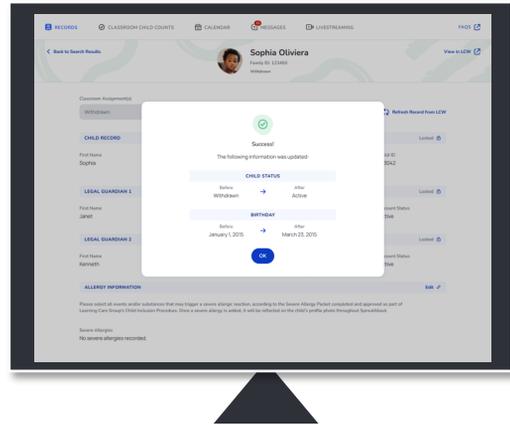
3

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

In this example:

- Child status from withdrawn to active
- Child's birthday

Click OK to close the modal.



4

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

