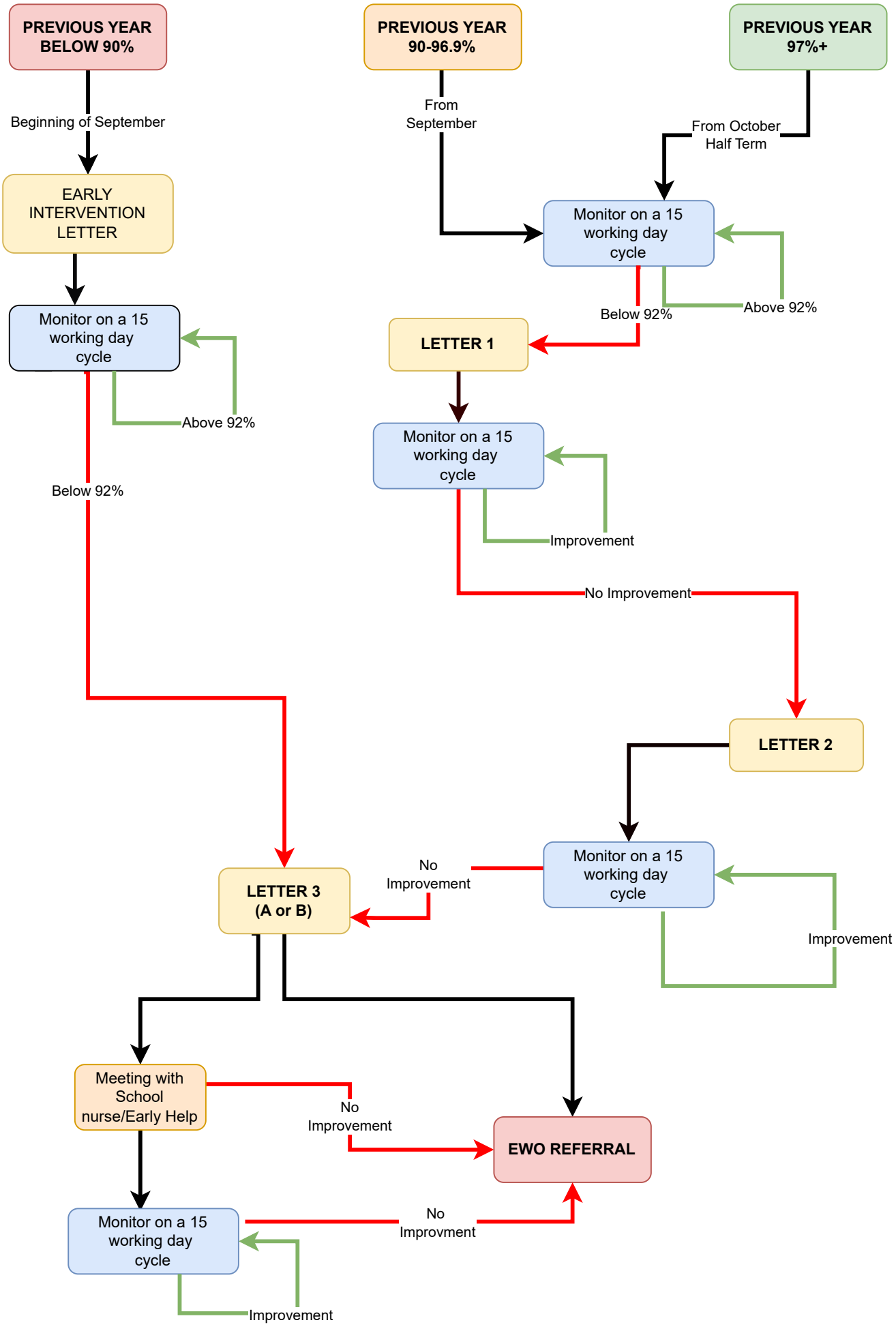FLOWCHART 1 - ATTENDANCE MONITORING AND ACTION PROCEDURE