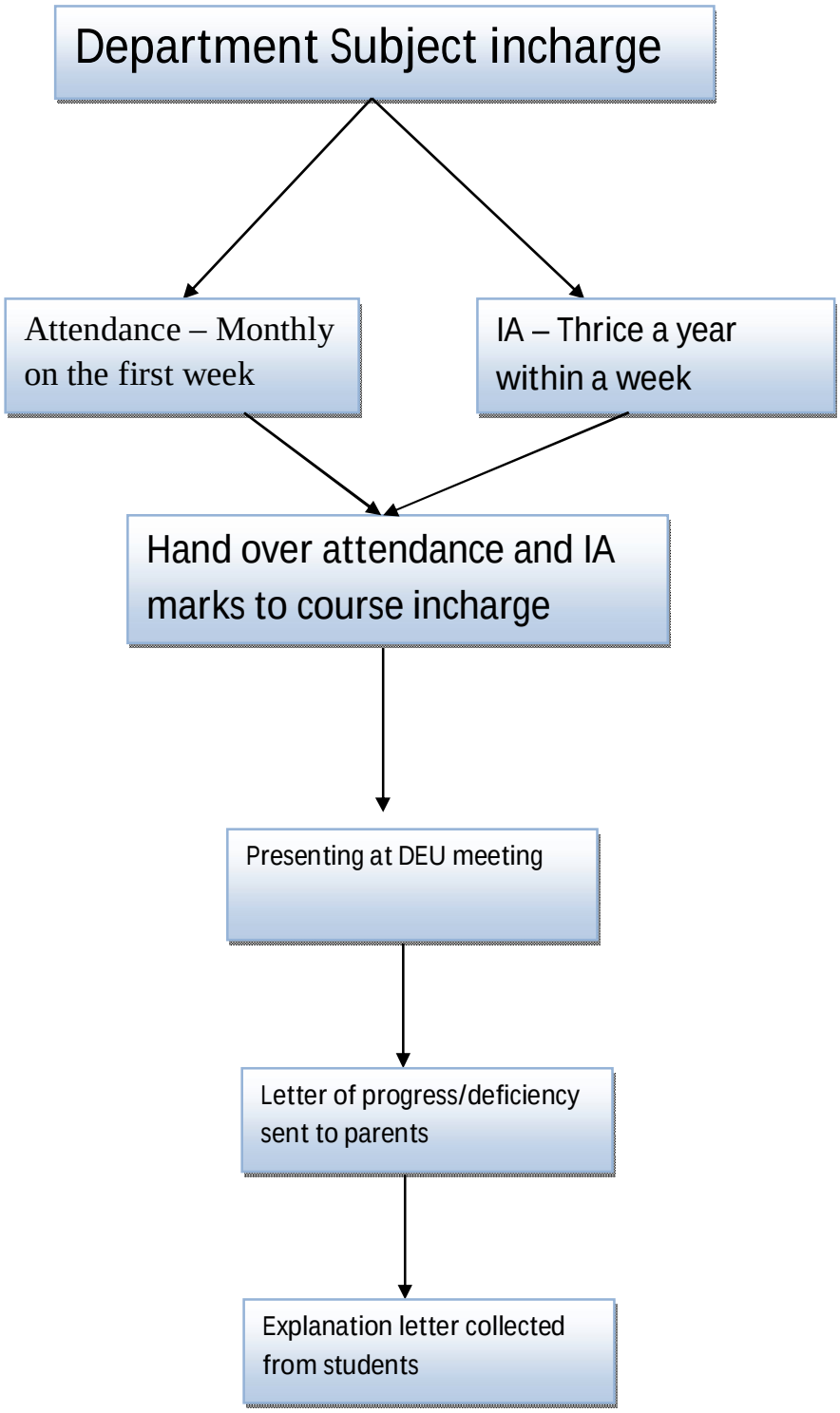IA & Attendance submission protocol