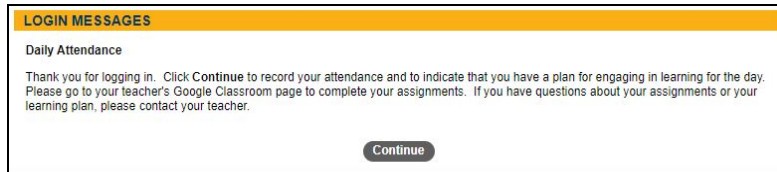**Attention Pre K-6 Parents:** On days when your child is learning remotely, submit your child's daily attendance by logging into School**tool** by 8:30am.

Step 1: Go directly to School**tool** by typing in the URL https://schooltool.victorschools.org/schooltoolweb/ or by accessing School**tool** under the "Parents" link on www.victorschools.org.

Step 2: Click the School**tool** icon:

Schooltool

Step 3: Log into School**tool** with your child's computer login.

Step 4: When you see this login message, click "**Continue**" to log your child's daily attendance. That's it! Your child should proceed to Google Classroom to engage in daily learning.

LOGIN MESSAGES

Daily Attendance

Thank you for logging in. Click Continue to record your attendance and to indicate that you have a plan for engaging in learning for the day. Please go to your teacher's Google Classroom page to complete your assignments. If you have questions about your assignments or your learning plan, please contact your teacher.

Continue

Cohort	Monday - Tuesday	Wednesdays (depends if a scheduled in person learning day for your child)	Thursday - Friday
Blue	Your teacher will submit your daily attendance.*	**In Person Learning Day:** Your teacher will submit your daily attendance. - or - **Remote Learning Day:** Submit your daily attendance by logging into School**tool** by 8:30am	Submit your daily attendance by logging into School**tool** by 8:30am
Gold	Submit your daily attendance by logging into School**tool** by 8:30am		Your teacher will submit your daily attendance.*
100% Remote	Submit your daily attendance by logging into School**tool** by 8:30am	Submit your daily attendance by logging into School**tool** by 8:30am	Submit your daily attendance by logging into School**tool** by 8:30am

*Teachers will take attendance on the days your child is present in class. Students who come in tardy will need to follow the building procedures. **If a student is going to be absent for the entire day, parents/caregivers must contact the attendance clerk to let them know.** Robocalls will be sent to parents of students who are not present if the attendance office hasn't been informed.