


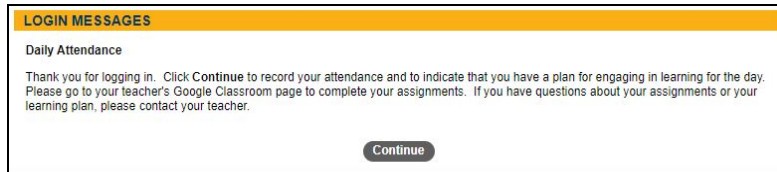
Attention Pre K-6 Parents: On days when your child is learning remotely, submit your child’s daily attendance by logging into School**tool** by 8:30am.

Step 1: Go directly to School**tool** by typing in the URL <https://st.edutech.org/Victor/> or by accessing School**tool** under the “Parents” link on www.victorschools.org.

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

Step 3: Log into School**tool** with your child’s Google 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.



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 <u>by 8:30am</u>	Submit your daily attendance by logging into School tool <u>by 8:30am</u>
Gold	Submit your daily attendance by logging into School tool <u>by 8:30am</u>		Your teacher will submit your daily attendance.*
100% Remote	Submit your daily attendance by logging into School tool <u>by 8:30am</u>	Submit your daily attendance by logging into School tool <u>by 8:30am</u>	Submit your daily attendance by logging into School tool <u>by 8:30am</u>

*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.