

Attendance

Attendance in the portal is updated in real time based on the teachers' attendance taking. However, attendance is not considered finalized until it has been processed by the attendance secretary. This means if a student arrives tardy after the teacher has marked them as absent, the portal may display them as absent until the attendance secretary processes their attendance at the end of the day.

Select the **Attendance** tab to a total count of all absences and tardies for the student in the term. You can view past terms using the arrows at the top. Click the gray arrow on a class to see details about the listed attendance events.

The screenshot shows the 'Attendance' tab for student Jake Peralta. At the top, there is a 'Change term' button with left and right arrows. Below this is a table of courses with columns for 'COURSE', 'ABSENT', and 'TARDY'. The 'AP Psychology' row has 2 absences and 0 tardies, with a 'More details' link and a right arrow icon. To the right, a detailed view for 'AP Psychology' shows a table with 'ABSENT' and 'TARDY' counts for 'Excused', 'Unexcused', 'Exempt', and 'Unknown' categories. Below this, 'Absences' are listed for 'Wednesday 05/22/2019' and 'Friday 01/18/2019', each with a description and an 'EXCUSED' button.

COURSE	ABSENT	TARDY
AP Psychology	2	0
HS Algebra II B	6	0
HS Chemistry I	5	0
HS English Language Arts 2	3	0
HS Homeroom/Tutorial	0	0
HS Photojournalism	3	0
Soccer	0	0
Totals	19	0

	ABSENT	TARDY
Excused	2	0
Unexcused	0	0
Exempt	0	0
Unknown	0	0

Absences

Wednesday 05/22/2019
Partial Absence/Check-Out EXCUSED
CheckOut 1:30 PM kronos training per mom

Friday 01/18/2019
Partial Absence/Check-Out EXCUSED
CheckOut 11:45 AM family emergency/dadp

You can also check attendance in the **Calendar** tab. Click the **Attendance** button at the top of the calendar, and all days in the chosen month with an attendance event for the student will display a black dot. Select a day to view the attendance information.

The screenshot shows the 'Calendar' tab for student Jake Peralta. The 'Attendance' tab is selected, showing a calendar for May 2019. A black dot is visible on May 16th. To the right, a detailed view shows two attendance events: 'Block 2' for 'HS Algebra II B' (Partial Absence/Check-Out) and 'Block 3' for 'HS Chemistry I' (Partial Absence/Check-In), both marked as 'ABSENT EXCUSED'.

Month	Su	Mo	Tu	We	Th	Fr	Sa
May 2019				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

Block 2 HS Algebra II B
Partial Absence/Check-Out ABSENT EXCUSED
CheckOut 9:30 AM dr appt per mom

Block 3 HS Chemistry I
Partial Absence/Check-In ABSENT EXCUSED
CheckIn 12:31 PM check back in