Coolidge Unified School District Remote Learning (quarantined) Attendance Procedure Students

<u>All</u> Coolidge Unified School District (CUSD) **students** must follow these attendance sign-in procedures during quarantine to be counted present. Students must sign-in twice a day during the designated times to be counted present all day.

Sign-in between 8:00 AM and 11:00 AM to be counted present for all morning classes. *If you do not sign-in by 11:00 AM you will be marked absent for morning classes.*

Sign-in between 12:00 PM and 3:00 PM to be counted present for all afternoon classes. *If you do not sign-in by 3:00 PM you will be marked absent for afternoon classes.*

- **Step 1** Parent Contact school site attendance clerk to report you child as quarantined.
- Step 2 Login to your PowerSchool Student Portal at https://coolidge.powerschool.com/public.
 You can also use the PowerSchool app. You must be on the most current version of the app. You will see "Forms" in the tool bar at the bottom of the "Dashboard" page.
- **Step 3** In the Navigation menu click on Forms.



Step 4In the School Form Listing page, click on the CUSD Remote Learning Attendance Sign In link.
You will only see this screen if your school site attendance clerk had been notified that you are quarantined.

General Forms	Class Forms	Student Support	
Forms			
Folms			
Remote Attendance Sign-In			
Status	Form Name		
Submitted	<center>CUt In</center>	SD Remote Learning Attendance Sign	

Step 5 Check the Present box at the bottom of the CUSD Remote Learning Attendance Sign In screen. Click the blue submit button.

While remote learning all students must sign in twice a day and submit this form acce in the mornion and once in the at	benaon, during the following times:
Meming Attendance - Between 8 00 AM and 11:00 AM	
Afternoon Attendance - Between 12:00 PM and 3:00 PM	
CAP High School Skalents Maring besiens - Between ELD AM and 11:00 AM Alternors Sections - Setteren T2:00 FM and 3:00 FM	
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Check the bell below to be counted present.	
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IMPORTANT NOTE

<u>These procedures and designated times are for attendance purposes only.</u> <u>This does not relate to your virtual or in-person instructional time.</u>