



West Chester Area School District Attendance Parent Portal

Report Attendance using Attendance Reasons

The parent/guardian can submit attendance for the current day or a future date.

- Log in to Parent Portal
- Select **Attendance Monitor** from the left navigation menu
- Select the **Report Attendance** tab
- Click the **Report New Attendance** button
- Enter the **Absence Date** (leaving the second date blank to report for today only)
- Select from the **What is the reason for the absence** drop-down
- Select **Yes** or **No** in the **Is this absence for the whole day** drop-down
 - If No is selected the user will be prompted to enter the **Time Range**
- Enter an explanation in the **Explanation** text box
- Click **Submit**

Create Attendance Report

Student Name	Stein, Kelsey	
Absence Date	05/03/2021 - MM/DD/YYYY	
Leave second date empty if only reporting single day absence.		
What is the reason for the absence?	-- Please Select --	
Is this absence for the whole day?	Yes	
Explanation		
Submit		

NOTE: Reporting attendance for previous dates is not allowed.

Dashboard

A student-level dashboard is available in the Parent Portal.

- In Parent Portal, select **Attendance Monitor** from the left navigation menu
- Then the user will select the **Dashboard** tab and enter the desired **Attendance Range Selection**

Dashboard

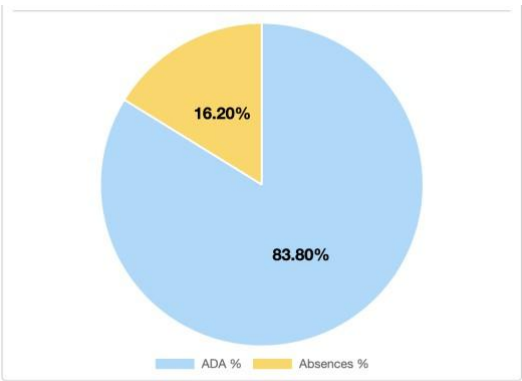
Option	Value
Attendance Range Selection	☒ 2020-2021 ▼ ☐ 7/12/2021 📅 to 7/19/2021 📅

Refresh Charts

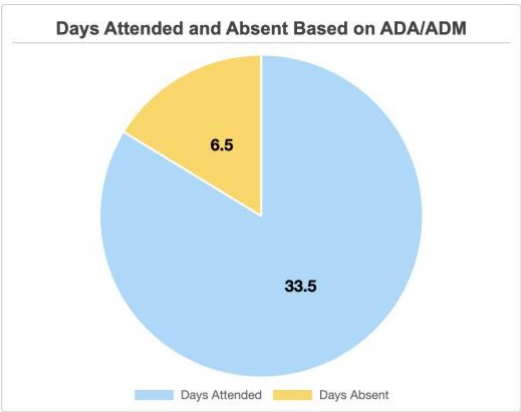
Student level charts included are:

- Attendance Rate Based on ADA/ADM
- Days Attended and Absent
- Tardies
- Days Absent by Excused and Unexcused Categories
- Periods Absent
- Periods Tardy

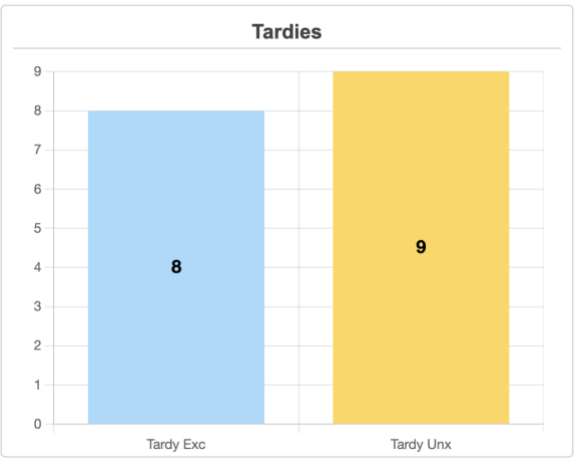
Attendance Rate Based



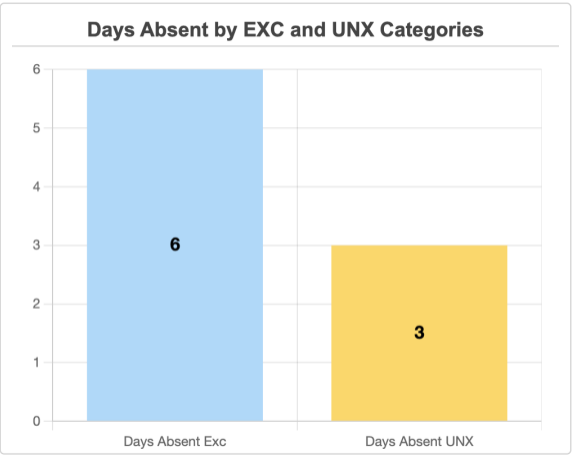
Days Attended and Absent



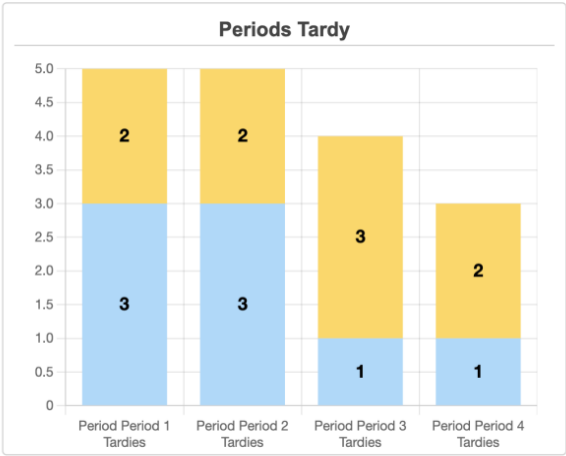
Tardies



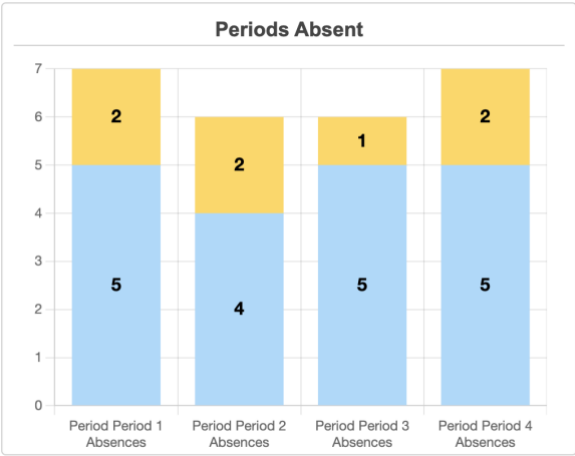
Days absent: excused and unexcused categories



Periods Tardy



Periods Absent



As with the district and school level charts, student level charts in the Parent Portal are interactive. If a bar or pie slice is clicked, the appropriate data populates in table format, and the data is exportable.

			Export
Date ▼	Expression	Course Name	
02/18/2021	2(B)	First Aid	
02/17/2021	2(A)	Health 10	
02/16/2021	2(B)	First Aid	
02/15/2021	2(A)	Health 10	
11/05/2020	2(A-B)	Pre-Calculus	
11/04/2020	2(A-B)	Pre-Calculus	
10/14/2020	2(A-B)	Pre-Calculus	
10/13/2020	2(A-B)	Pre-Calculus	
10/12/2020	2(A-B)	Pre-Calculus	
08/27/2020	2(A-B)	Pre-Calculus	
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Notifications

If enabled, in the Parent Portal users will have a **Notifications** tab. Here, any notifications for attendance thresholds met will be listed. To receive notifications:

- Log in to Parent Portal and select **Attendance Monitor** from the left navigation menu
- Select the **Notifications** tab
- If the user hovers over a threshold in the Thresholds column, the attendance entries that contributed to reaching that threshold will be displayed

Notifications							
Year	School	Term	Rule	Threshold i	Ignored	Date Notified	Notes
2020-2021	Apple Grove High School	2020-2021	Unexcused Daily Absences	Truancy		07/19/2021	