

Attendance Procedures

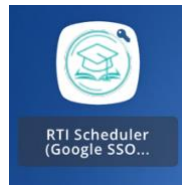
Dual Distance Learning and Work-Based Learning

Students enrolled in **Dual Distance Learning and/or Work-Based Learning** are required to check in to their assigned class period **within the first 15 minutes** of the scheduled block each day for attendance purposes. Instructions for completing the daily check-in are provided below.

Failure to check in within the required time will result in an unexcused absence for that class period unless a parent note is submitted in accordance with school attendance procedures. **Repeated unexcused absences may result in the revocation of Dual Distance Learning and/or Work-Based Learning privileges.**

Attendance Check-in Procedures

1. Log into Classlink
 - 1) Click on the **RTI Scheduler** icon.



- 2) Click to accept the **Privacy Policy** and click **Register** (only required for the first time logging in).

A registration form titled "Register your email to get started!". It includes a "ClassLink Account:" section with a checkbox and a link to the privacy policy. A red arrow points to the checkbox, and another red arrow points to the "Register" button. A "Log out" link is also visible.

- 3) Click on the **WHITE BOX** for the appropriate session (DDL 1st Block, DDL 5th Block, or WBL Fall Semester) and locate the **check-in code** under **session details**. Copy or write down this code. The code will be different each day.

A screenshot of the ClassLink interface showing a calendar for Tuesday, August 4th. A red arrow points to the "Check-In" button. Another red arrow points to the "Session Details" section, which lists the instructor as Christopher Mitchell, room M19, and the session details code 403909.

- 5) Click the left arrow button to return to the calendar. Click the **BLUE CHECK-IN** box for the appropriate date/session. Enter the code provided under session details and then click **SUBMIT**.

A screenshot of the ClassLink interface showing a calendar for Tuesday, Juneau. A red arrow points to the "Check-In" button. Another red arrow points to the "Session Details" section, which lists the instructor as C. Juneau, room A101, and the session details code 403909. Below the session details, there are "CANCEL" and "SUBMIT" buttons.