

Student Attendance

To view student attendance records:

1. Do one of the following:
 - In the Family portal: Click the Family tab.
 - In the Student portal: Click the My Info tab.
2. Click the Daily Attendance/Attendance side-tab.
3. Click a date. For the date you selected, the page lists all the details of the attendance record, including:
 - absences
 - tardies
 - dismissals
 - if the above were excused
4. The page lists the portion of the day marked absent, and any other attendance codes or reasons that apply (such as FT for field trip). At the bottom of the page, view the times of arrival to or departure from school that day, as recorded by the office.
5. After you finish looking at the details, click Cancel to return to the list of attendance records, or click any other side-tab or tab.