

# How to view Student Attendance in the Parent Portal

1. Login to the Parent/Student Portal.
2. Click on the **Grades and Attendance** icon on the left hand side.
3. In the center of the screen you will see the **Attendance by Class** table with the current term class **Absences** and **Tardies** on the far right.
4. The next table down shows **Attendance by Day** counts for the current term and Year to Date (YTD).
5. In either table you can click on the number to bring up a new screen that shows the actual dates and attendance code recorded for each particular attendance item.
6. At the very bottom is the Legend listing each of the attendance codes.

The screenshot displays the 'Grades and Attendance' interface. The left sidebar contains navigation options like 'Grade History', 'Attendance History', and 'Email Notification'. The main content area is titled 'Attendance By Class' and includes a table with columns for 'Exp', 'Last Week', 'This Week', 'Course', and 'Absences/Tardies'. Below this is the 'Attendance By Day' table with columns for 'Last Week', 'This Week', and 'Absences/Tardies' (Q3, YTD). A legend at the bottom explains the attendance codes.

Exp	Last Week					This Week					Course	Q1	Q2	A1	Q3	Q4	L1	F1	S1	R2	Absences	Tardies
	UT			U	U						GUIDEROOM Email RICKSON, ASHLEY - Rm: GO								[i]	[i]	4	1
1(1-6)					U	U					CHEMISTRY H Email PROUT, DIANA - Rm: C208								[i]	[i]	4	0
2(1,5)											CHEMISTRY H - LAB Email PROUT, DIANA - Rm: C207								[i]	[i]	1	0
2(2,4,6)				U							PE 9-10 Email HOSLEY, CHRISTOPHER - Rm: GYM								[i]	[i]	2	0
2(3)											SCIENCE FLEX Email MISSENIS, KRISTIN - Rm: S302								[i]	[i]	0	0
3(1-6)				U	U						DRAWING Email LEROY, PATTI - Rm: C113										4	0
4(1-6)											LUNCH Email CAFE, STAFF - Rm: CAF										0	0
5(1-6)					U						ENGLISH 10 H Email MACPHERSON, KARA - Rm: S312								[i]	[i]	3	0
6(1-6)						U					WORLD HIST 2 AP Email MCALONIE, WENDY - Rm: S212								[i]	[i]	3	0
7(1-6)					U	U					ALGEBRA 1H Email THOMPSON, MARILYN - Rm: N311								[i]	[i]	5	0
8(1-6)			EXP	U	U						SPANISH 3 R Email ROCKWELL, STACEY - Rm: N205								[i]	[i]	6	0
Attendance Totals																					32	1

  

Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	Q3	YTD	Q3	YTD
UT				U	U					4	5	1	5
Attendance Totals										4	5	1	5

**Legend**  
Attendance Codes: Blank=Present | U=Unexcused | Ex=Excused | EXP=Excused Parent Note | T=Tardy | TP=Tardy parent note | UT=Unexcused Tardy | OSS=Out of School Susp | OSSnt=Out of School Suspension no tutor | ISS=In School Susp | R=Religious | SD=Special Day | B=Bereavement/family illness | CV=College Visit | FT=Field Trip | ML=Music Lesson | GO=Guidance Office | HO=Health Office | RS=Related Services | AP=Asst Principal | HX=HOME INST ABSENT | HP=HOME INST PRESENT

- Alerting
  - SwiftReach SwiftK12
- Navigation
  - Grades and Attendance
  - Grade History
  - Attendance History
  - Email Notification
  - Teacher Comments
  - Class Registration
  - My Schedule
  - School Information
  - Parent Student Contact Info (School Messenger)
  - Account Preferences
  - Alert Solutions 2

### Dates of Attendance:

- 1. 10/04/2018 - T
- 2. 10/09/2018 - UT
- 3. 12/13/2018 - T
- 4. 01/11/2019 - T
- 5. 02/11/2019 - UT

Dates of all tardies YTD:

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Attendance Codes: Blank=Present | U=Unexcused | Ex=Excused | EXP=Excused Parent Note | T=Tardy | TP=Tardy parent note | UT=Unexcused Tardy | OSS=Out of School Susp | OSSnt=Out of School Suspension no tutor | ISS=In School Susp | R=Religious | SD=Special Day | B=Bereavement/family illness | CV=College Visit | FT=Field Trip | ML=Music Lesson | GO=Guidance Office | HO=Health Office | RS=Related Services | AP=Asst Principal | HX=HOME INST ABSENT | HP=HOME INST PRESENT |  
Citizenship Codes: E=EXCELLENT | G=GOOD | S=SATISFACTORY | N=NEEDS IMPROVEMENT |

District Code  
BRCT

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