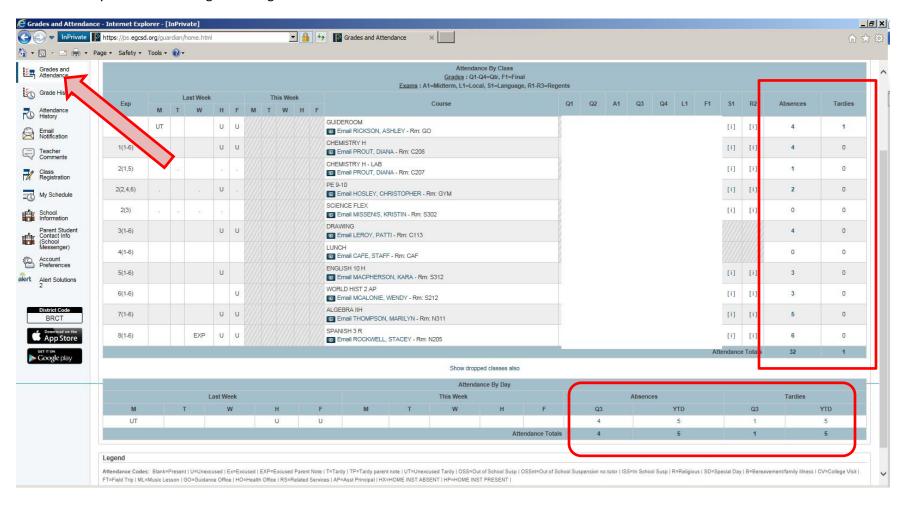
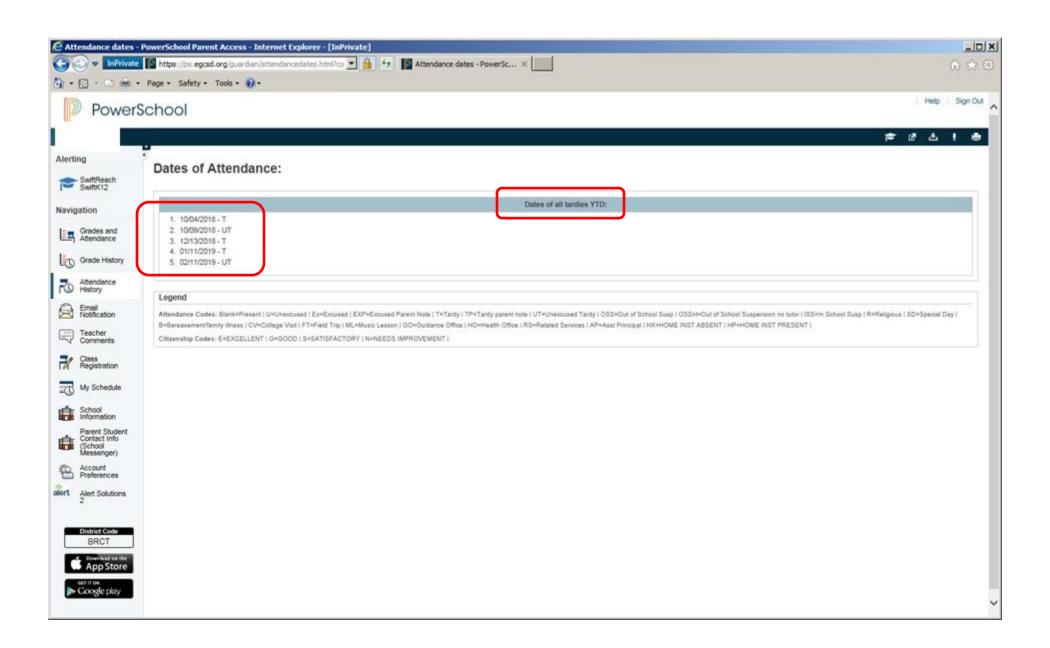
## **How to view Student Attendance in the Parent Portal**

- 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.





- 1. Another way to look at the current term attendance is to click on the **Attendance History** icon on the left. This shows a chart of attendance codes mark for the student during the current term.
- 2. The **Expression** column identifies the day number in the school's "day" cycle. In the example below, 2/5/2019 is a Tuesday and it is "day" 1 in the cycle. Only class that are in session on "day" 1 would potentially have an attendance code loaded.
- 3. Also in the chart below, a dot for attendance means no class was held on that date and "day" combination. A dash shows school was not in session that day.

