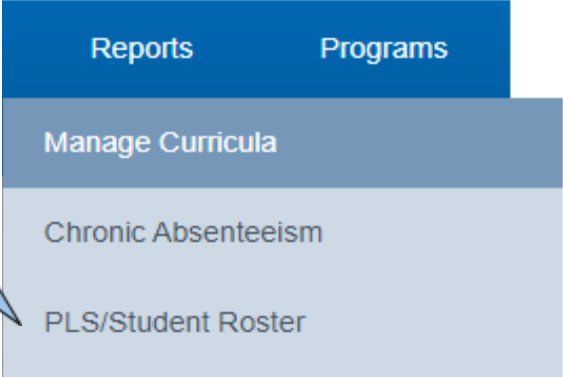


# Steps to Attendance Claiming

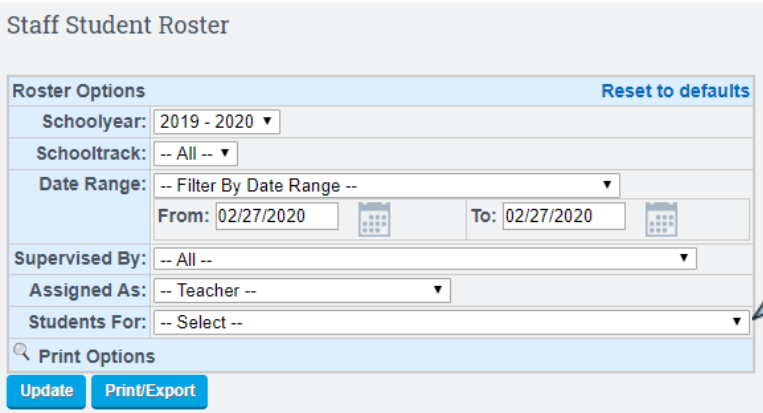
You are required to review their student attendance logs and document any absences to take attendance. Once you review the attendance log, claim attendance for all students through their PLS/Student Roster in School Pathways. This is due one week after the learning period ends.

**Step 1: Jump to designated scope Select PLS/Student Roster**



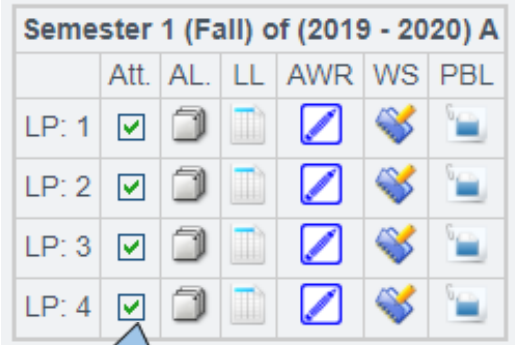
The screenshot shows a navigation menu with three main categories: Reports, Programs, and Teachers. Under the Reports category, three options are listed: Manage Curricula, Chronic Absenteeism, and PLS/Student Roster. The PLS/Student Roster option is highlighted in a darker blue, indicating it is the selected item.

**Step 2: Adjust the fields and click update**



The screenshot shows the 'Staff Student Roster' form. The 'Roster Options' section includes several dropdown menus and input fields: Schoolyear (2019 - 2020), Schooltrack (-- All --), Date Range (From: 02/27/2020, To: 02/27/2020), Supervised By (-- All --), Assigned As (-- Teacher --), and Students For (-- Select --). There are 'Update' and 'Print/Export' buttons at the bottom. A 'Reset to defaults' link is also present.

**Step 3: Select icon with corresponding LP under "Att"**



	Att.	AL	LL	AWR	WS	PBL
LP: 1	<input checked="" type="checkbox"/>					
LP: 2	<input checked="" type="checkbox"/>					
LP: 3	<input checked="" type="checkbox"/>					
LP: 4	<input checked="" type="checkbox"/>					

The screenshot shows a table titled 'Semester 1 (Fall) of (2019 - 2020) A'. The table has columns for 'Att.', 'AL', 'LL', 'AWR', 'WS', and 'PBL'. The 'Att.' column contains green checkmarks for all four Learning Periods (LP: 1, LP: 2, LP: 3, LP: 4). The other columns contain icons representing different attendance types: a calendar icon for AL and LL, and a pencil icon for AWR, WS, and PBL.

Save

Step 4: Claim Attendance then click Save

inspire Cabrillo Point Academy Student Learning Log

Student Name: [Redacted] Student ID: [Redacted] Grade Level: LP 1  
 Teacher Name: [Redacted] Teacher Number: [Redacted] Date Range: 09/23/2019 - 09/27/2019

Parent/Guardian: [Redacted] Signature Date: 09/27/2019

09/23	09/24	09/25	09/26	09/27	P/T/A
✓ IP?	✓ IP?	✓ IP?	✓ IP?	✓ IP?	28/0/0
					10/0/0
✓ IP?	✓ IP?	✓ IP?	✓ IP?	✓ IP?	28/0/0
✓ IP?	✓ IP?	✓ IP?	✓ IP?	✓ IP?	28/0/0
✓ IP?	✓ IP?	✓ IP?	✓ IP?	✓ IP?	28/0/0
✓ IP?	✓ IP?	✓ IP?	✓ IP?	✓ IP?	28/0/0

Note the days the family marked Present (IP) and Absent (IA) on student attendance log to match what is claimed in School Pathways

Step 5: Select "Print Form" check off "Archives" box and select Landscape. Then sign and date last day of LP.

Portrait Landscape Automatic

Archive

Form # 12747 **Print Form** Print Form w/Details

View Claim Count Report

Form Status: Has not been printed

Edited: Thu Jul 13, 2017 - 11:04 am by MMontes

If you need to make corrections or changes to claimed attendance, please do the following steps:

Step 1: Follow steps 1 & 2 from above

Attendance Forms

Form #5f33 - LP 1, Track A

Printed	Archived
18 Student(s)	
[View]	[Edit]

Make changes

Email SAA Authorization Code at the bottom of left of the page

Step 2: Click on "Edit"

Authorization Request Number: t63a

Confirmation Code:

Step 3: Type code and Save

