

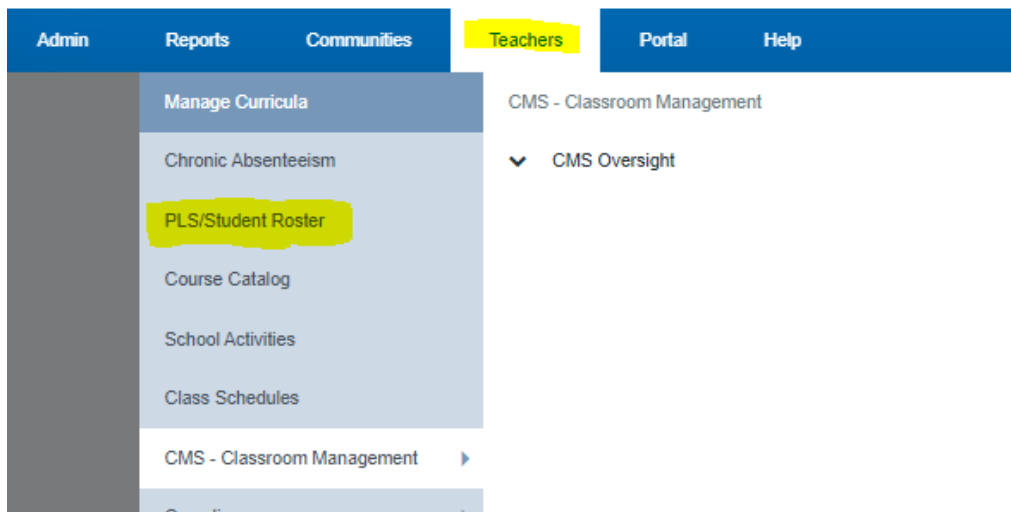
TEACHER ATTENDANCE CLAIM INSTRUCTIONS



Steps to Claiming Attendance

You are required to review student attendance logs and document any absences in order to take attendance. Once you review the attendance logs for accuracy, you may then claim attendance for all students through their PLS/Student Roster in School Pathways. You may claim attendance on the last day of the learning period. Please do your best to claim all attendance within 3 days, but no longer than one week after the end of the LP.

Step 1: Sign in to School Pathways!
Click Teachers at the top, then click "PLS/Student Roster"



Staff Student Roster

Roster Options		Reset to defaults
Schoolyear:	2019 - 2020	
Schooltrack:	-- All --	
Date Range:	-- Filter By Date Range --	
From:	02/27/2020	To: 02/27/2020
Supervised By:	-- All --	
Assigned As:	-- Teacher --	
Students For:	-- Select --	

Step 2: Adjust the fields and click update

Semester 1 (Fall) of (2019 - 2020) A						
	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"/>					

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

							Save
09/23	09/24	09/25	09/26	09/27	P/T/A		
<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	28/0/0		
					10/0/0		
<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	28/0/0		
<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	28/0/0		
<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	28/0/0		
<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	<input checked="" type="checkbox"/> IP ²	28/0/0		

Step 4: Claim Attendance then click Save

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.

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

Step 1: Follow steps 1 & 2 from above

Make changes

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

Attendance HINTS

Step 2: Click on "Edit"

Authorization Request Number: t63a
Confirmation Code:

Step 3: Type code and Save

Teacher Side of Attendance Claims

FIRST, some Helpful Hints and Videos

1. Please remind your families to take attendance **DAILY**. Do not mark days ahead either (policy coming soon to block this ability. Parent Nest App has link directly to parent portal for attendance claiming)
2. Check your PLS/Roster often for any **absences marked by the family**. This will limit your rejections on AWR's/Attendance and the need to edit your attendance with an authorization code.
3. Keep track of your family attendance! **Both your claim and the family claim must match**, otherwise the # of attendance days in your AWR's will be off. This will cause rejections when your SIS specialist reviews. If for any reason there is a *disagreement* between you and a family about attendance, please reach out to your IA for guidance.
4. **Three (3) days or more of absences in a ROW**, make contact with family via email asking for a doctor's note OR parent note for absence excusal. Upload note in contact manager.
5. **Attendance is due** from both family and HST no later than **ONE (1) week after the end of the Learning Period!** Anything beyond that should start the **non-compliance process**.
6. **Mid Learning Period Withdrawals**, reach out to your SIS Specialist and CC Josh or Veronica so we can send out the final attendance manually. You are welcome to send the PDF if you are trained in that process, **but we are now able to send via email for signing**.

Watch: How to Verify Daily Parent Attendance Claim

Parents should be claiming daily from their parent portal, this is how to verify that!

<https://www.youtube.com/watch?v=YAI3ZT3SN4w>

Watch: Sending Family Attendance Log Manually

One off situations, emergencies, corrections and withdrawing students: Use this option if the parent can't get back into parent portal quickly to sign another attendance log!

https://www.youtube.com/watch?v=bCSp_EolhII