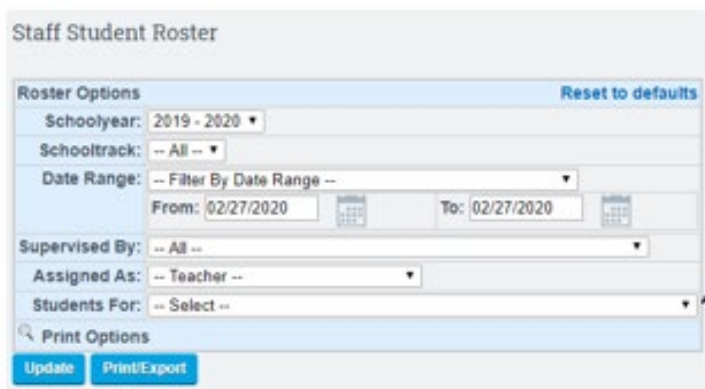
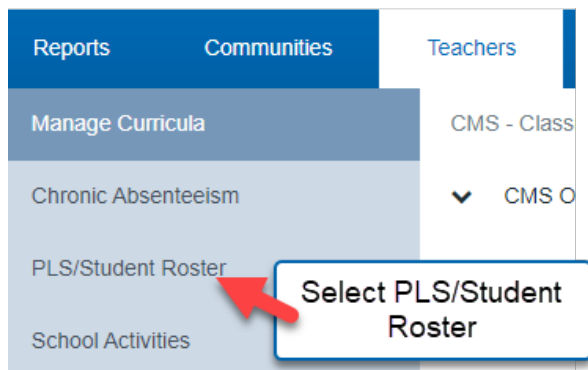


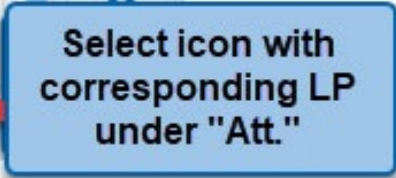


Steps to Claiming Attendance

The HST is required to review student attendance daily in the Pathways roster page and to follow up with the family to verify absences. Any confirmed absences must be marked on the attendance log when the HST claims attendance at the end of the LP. Prior to claiming (saving and signing) attendance, ensure that there are no warning symbols next to the student's name alerting you to discrepancies between what the parent logged and what you are about to claim. Attendance should not be claimed by the HST until AFTER the parent signs the attendance log in the Parent Portal.



| | Print | Att. | Note | WS | AWR | AL | LL | PBL | Sample |
|-------|-------|------|------|----|-----|----|----|-----|--------|
| LP: 4 | | | | | | | | | |
| LP: 5 | | | | | | | | | |
| LP: 6 | | | | | | | | | |
| LP: 7 | | | | | | | | | |



Save

| 09/23 | 09/24 | 09/25 | 09/26 | 09/27 | P/T/A |
|-------------------|-------------------|-------------------|-------------------|-------------------|--------|
| ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | 28/0/0 |
| | | | | | 10/0/0 |
| ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | 28/0/0 |
| ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | 28/0/0 |
| ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | 28/0/0 |
| ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | ✓ IP ⁷ | 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

| Student Name | 09/23 | 09/24 | 09/25 | 09/26 | 09/27 |
|--------------|-------|-------|-------|-------|-------|
| Student 1 | IP | IP | IP | IP | IP |
| Student 2 | IP | IP | IP | IP | IP |
| Student 3 | IP | IP | IP | IP | IP |
| Student 4 | IP | IP | IP | IP | IP |
| Student 5 | IP | IP | IP | IP | IP |

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 # 132747 **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 #5133 - 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: 163a
 Confirmation Code:

Step 3: Type code and Save