Attendance

To display the student's attendance, click **Attendance** on the menu at the top of the page. When the parent views the Attendance page, the Detailed Attendance tab is displayed by default.

If administrators have disabled the student schedules, the message "Student schedule is not available at this time" is displayed, and the attendance data is not displayed.

How to View Detailed Attendance

To access the Attendance page, click Attendance on the menu at the top of any page.

- In the **Semester** field, select the semester for which you want to view attendance data.

- The date is displayed in the column heading if the student was marked absent or tardy for any period during the day.

- If the student was not present for the entire class, a code is displayed for the period and date. A description of each code is displayed in the **Key** section of the page (e.g., excused, unexcused until a note is received, etc.).

- If the student was present and on time for the entire day, the date is not displayed.

How to View the Calendar View

The parent can click the **Calendar View** tab to see the attendance details in a calendar view instead of a table view. All months for the current school year are displayed as the parent scrolls down.
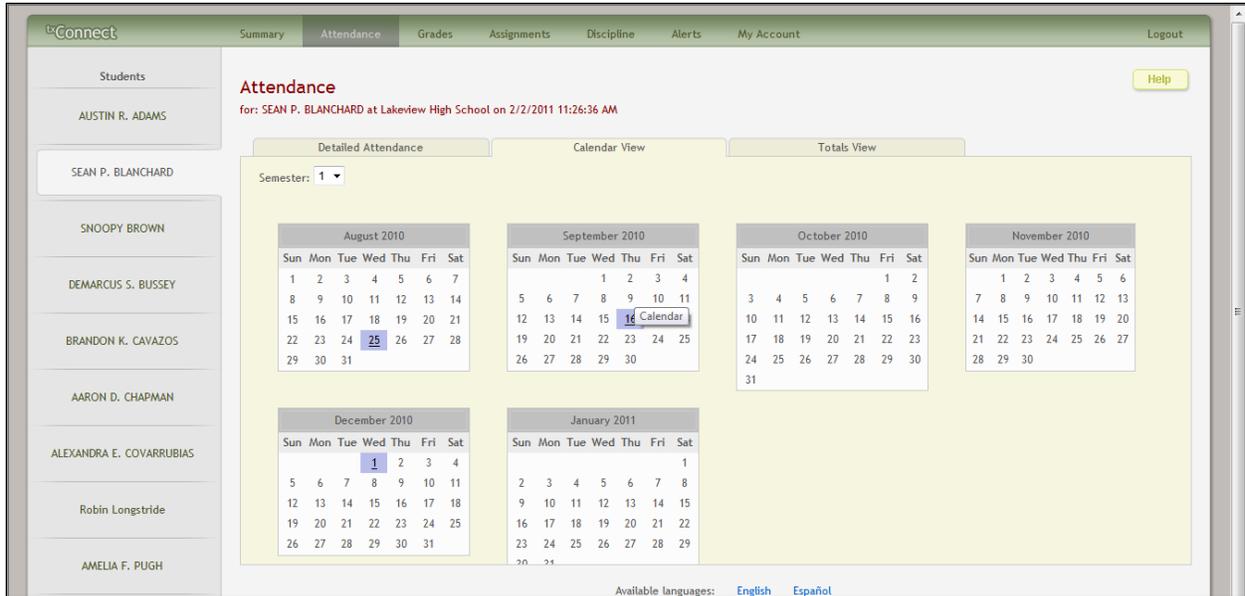
- In the **Semester** field, the parent/guardian selects the semester for which he wants to view attendance data.

- If the student was not present for the entire class for any period of the day, the day is highlighted on the calendar.

- The parent can click the date to open the attendance details for the highlighted day. For each period, the student's attendance is displayed. The period is only listed if the student was marked absent or tardy for that period. Otherwise, the period is not listed in the Attendance details dialog box.
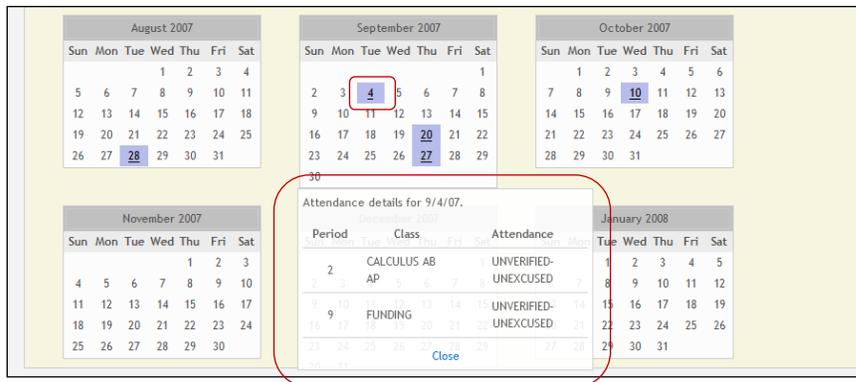
- Click **Close** to close the Attendance details dialog box for the highlighted day.

How to View the Totals View

The parent can click the **Totals View** tab to see attendance and tardies totals for the semester. The student's classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies are listed.

- In the **Semester** field, select the semester for which you want to view attendance data.

- If the student withdrew from a course, the withdrawn course and instructor's name are displayed in small print below the current course information. An asterisk is displayed next to the withdrawn course.