



On Site Attendance – Elementary

Teaching Staff:

- For each day, only take attendance in the AM attendance class
 - Mark students that are physically present: **OnSite**
 - At this time the only students marked (**A**) absent are the ones expected to be in attendance but do not arrive (Safe Arrival).



- If a student record is marked **“OnSite”** in error, teacher marks the student **“P”** and **“RE-Posts”**

Class Attendance :: 2019-2020 - ATT-AM-009 - AM Attendance

Class = Input Options Reports Help

Seating Chart Trends

Period AM

Post

Attendance for: 27/05/2020

Pupil #	Name	Code	Class Attendance	Daily Attendance AM	Daily Attendance PM
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
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		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present
		OnSite	Present	Present	Present

Post



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Clerical Staff – PLEASE USE CLASS ATTENDANCE ONLY

- A. Enter attendance data (if necessary)
 - 1. Attendance Top Tab > Class Office Side Tab
 - 2. Select the students that were marked "OnSite."
 - a. Click **Options**, then **Show Selected**
 - b. Click **Options**, then BC Multi Add
 - c. Complete the dialogue box as shown in the screen shot below

The screenshot shows the MyEd 73 interface for South Kamloops Secondary 2019-2020. The 'Attendance' tab is active, and the 'Class Attendance Office Input' section is visible. A table lists students with columns for UsualFirst, Name, Homeroom, HR Teacher, Usual Name, Pupil #, and Grade. The table contains three rows with grades 08, 10, and 08. A dialog box titled 'BC Multi-Add Class Attendance' is open, showing fields for School (South Kamloops Secondary), Start Date (27/05/2020), End Date (27/05/2020), Attendance code (OnSite - On Site), and Duplicated Records (Replace). The dialog box has 'Run' and 'Cancel' buttons at the bottom.

B. Safe Arrival

At this time, schools are expected to manually call parents instead of the automated safe arrival program

- C. Clean Up Absence Records -
This will affect SD73's reporting of student attendance to the Ministry of Education

- 1. **Attendance** Top Tab > **Class History** Side Tab
- 2. Filter: Today
- 3. Select the "Absence" Records
- 4. Options, Delete