



Attendance Information

Attendance Completion

Please, when possible, complete your attendance by the end of each class. It makes the office staff's job much easier. At a minimum, attendance must be complete by 3: 15 PM each day at the latest.

You **must** press the "Post" button even if all students are present.

Attendance Codes

Short Codes

*-E	Any code ending in "-E" means that parents have made contact with the school. Check the Long Code or Comment box to see the reason for the absence
A	Student is absent with no contact from parents.
AL	Parents have contacted the school. Student will be late. Time will be entered in parentheses ().
AD	Student to be dismissed before the end of the day. Time will be entered in parentheses ().
L	Student marked late to class by teacher.
P	Student present in class.

Long Codes

Illness	Student is away ill.
Community Event	Student is away for a community event (4H, Community Sports, Music Festival...)
Community Volunteer	Student is away for community volunteering.
Elite Athlete	Student is away for a special team (Storm Hockey, Team BC....)
Group Trip	Student is away for school organized trip - non field trip (ModelUN, Me2We...)
School Group	Student is away for a school sanctioned event (LINK Crew, Leadership, Drama...).
Team Activity	Student is away for a school sport team.

More Details

For more details, click on the [Edit] button next to the attendance short code in the "Class Attendance" column and look in the "Comment" box. **DO NOT CHANGE ANY OF THE INFORMATION IN THIS BOX!**

Class attendance posted on 24/01/2015 1:01 PM.

30 records Attendance for: 23/01/2015

Daily Attendance	Class Attendance	Code
Present	A [edit]	A L P
Present	Present	A L P