

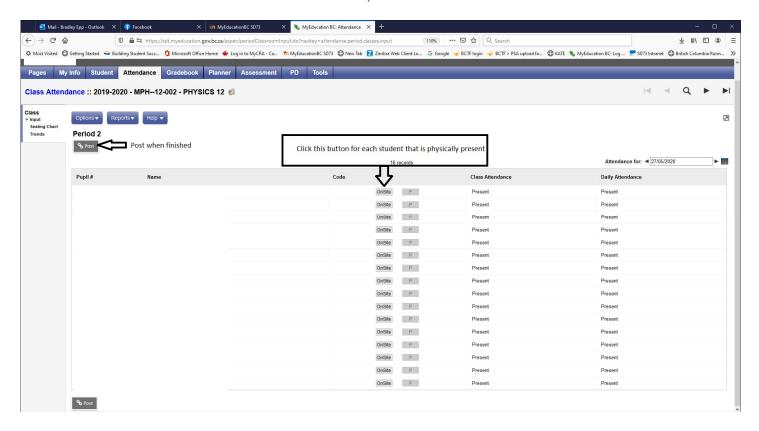
SD73 (KAMLOOPS/THOMPSON)

May 27, 2020 Version 1.0

On Site Attendance - Middle & Secondary Schools

Teaching Staff:

- For each class that is scheduled for the day, staff are expected to mark students "OnSite"
- At Middle and Secondary we are not reporting or recording absences at this time.
- If a student record is marked "OnSite" in error, teacher marks the student "P" and "RE-Posts"





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On Site Attendance - Middle & Secondary Schools

Clerical Staff - PLEASE USE CLASS ATTENDANCE ONLY

- 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

