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).

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

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

    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