

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 - ATTAM-009 - AM Attendance 🥩										
Class Input Seating Chart Trends	Options ▼ Reports ▼ Help ▼ Period AM % Pozt									
					21 records	Attendance for: < 27/05/2020				
	Pupil #	Name	Code		Class Attendance	Daily Attendance AM	Daily Attendance PM			
			OnSit	ne A P	Present	Present	Present			
			OnSite	e <u>A</u> P	Present	Present	Present			
			OnSite	n A P	Present	Present	Present			
			OnSite	e A P	Present	Present	Present			
			OnSite	e A P	Present	Present	Present			
			OnSite	e A P	Present	Present	Present			
			OnSite	n <u>A</u> P	Present	Present	Present			
			OnSite	e A P	Present	Present	Present			
			OnSite	ne <u>A</u> P	Present	Present	Present			
			OnSite	A P	Present	Present	Present			
			OnSite	e A P	Present	Present	Present			
			OnSite	P P	Present	Present	Present			
			OnSite	e A P	Present	Present	Present			
			OnSite	e A P	Present	Present	Present			
			OnSite	e <u>A</u> P	Present	Present	Present			
			OnSite	e A P	Present	Present	Present			
			OnSite	P P	Present	Present	Present			
			OnSite	e <u>A</u> P	Present	Present	Present			
			OnSite	e A P	Present	Present	Present			
			OnSite	e <u>A</u> P	Present	Present	Present			
			OnSite	e A P	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

South Kamloops Secondary 2019-2020 School view 🔻 🌲 Select school Ep											Epp, Bradley 🔻	🕒 Log Off	
Pages	School	Student	Staff Attendance	Conduct	Grades Asses	sment Schedule	Global	Tools Ad	min				
Class Attendance Office Input								📦 MyEducation BC: BC Multi-Add Class Attendance - Mozilla Firefox – 🗆 X					
Daily Office									0 A № https://sdt.myeducation.gov.bc.ca/aspen/runTool.do				R
Daily Roster		BC Multi-Add Class Attendance										< 27/05/2020	▶ ■
Daily Batch		UsualFirst	Name	Homeroom	HR Teacher	Usual Name	Pupil #	Grade	School	South Kamloops Secondary		7	8
Daily History		1. Sele	ect the students					08	Students to include Search value	Current selection V 2. Make sure it selection	says current		
Daily Summary								08	Student IDs				
Class								12			.1		
01100	1								Start Date	27/05/2020 3. Toda	y's date		
Roster									End Date	27/05/2020 4. Today	y's date		
Class									Select period(s)	1Q 5. Select period 1	c'1		
Trends									Attendance code	onsite - On site v 6. Select On	isite		
Class History									Time Out (H:MM AM/PM)				
Staff Doctor									Attendance Reason	٩			
Stan Roster									Duplicated Records	Replace ~			
Staff History									Run X Cancel	7. Run			

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