1. In MyEducation BC, complete absences.

    a. School office personnel **may** enter previously reported daily attendance **or wait** until later in the day to enter this attendance.

    b. In the **Class Office** ST the daily code needs to be **PUSHED OUT** to the AM and PM periods for other absences not from #1.

Daily Code		AM	PM
A-E	**>>**	**Click here**	

    Properly pushed out attendance looks like this:

Daily Code		AM	PM
A-E	>>	A-E	A-E

    c. Teachers take attendance in their classrooms and **POST** by the appointed time. Teachers should only post their attendance **ONCE.**

    d. **District GOAL: 15 minutes after the second bell**

2. In MyEducation BC, create your attendance file by logging into MyEducationBC, choose School View and the **Attendance TT**, **Class Office ST**. Then select **Options, Exports, BC Autodialer – Synrevoice** as shown in the screenshot on the left. Complete the pop up window shown below in the screenshot on the right

    3. Save the file on your desktop in a folder. Make sure to take note of the file name