

Parent View of Attendance Summary

On your student's profile, (the Progress tab) is the Attendance Summary

NOTE: Upper School - all attendance is based on Class Periods – a full day of absences will record as “7”

The screenshot shows the 'Progress' tab selected in a navigation bar. Below the navigation bar is a 'Select Grade:' dropdown menu set to '8th Grade'. The main content area is divided into two sections. The left section, titled 'Performance', contains the text 'Performance data not currently available.' The right section, titled 'Attendance Summary', displays three large boxes with numbers: '13' for 'Absent Excused', '12' for 'Absent Unexcused', and '4' for 'Tardy'. Below these boxes are two buttons: 'View History' and 'View Totals'.

Clicking on the NUMBER in each category will show you the class, click on the blue arrow next to the class will expand the section to view absences relevant to that class.

The screenshot shows a modal window titled 'STUDENT'S NAME '22'. At the top, there is a purple box containing the text 'Absent Excused: 2021 - 2022'. A purple callout bubble points to this box with the text 'Shows attendance code you are viewing'. Below this, there is a list of classes with expandable sections. Each class entry has a blue arrow icon and a number. The classes listed are: 'ALGEBRA I HONORS - 2 (Period 2)' with a count of 1, 'HOPE/PE III - 7 (Period 7)' with a count of 3, 'M/J ACTING - 6 (Period 6)' with a count of 4, 'M/J AMERICAN HISTORY ADV. - 3 (Period 3)' with a count of 1, 'M/J ENGLISH III ADV. - 1 (Period 1)' with a count of 1, 'M/J PHYSICAL SCIENCE ADVANCED - 4 (Period 4 (7-9))' with a count of 1, and 'SPANISH I - 5M (Period 5)' with a count of 2. Each class entry has a corresponding table of absences. The first table (for Algebra I Honors) has three columns: Date, Reason, and Comment. It lists three absences: 10/18/21 (Absent, DR note), 10/13/21 (School Related, 8th grade retreat), and 9/28/21 (Absent, DR note). The second table (for M/J Physical Science Advanced) has the same columns and lists one absence: 10/13/21 (School Related, 8th grade retreat). At the bottom of the modal is a 'Close' button.

Date	Reason	Comment
10/18/21	Absent	DR note
10/13/21	School Related	8th grade retreat
9/28/21	Absent	DR note

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10/13/21	School Related	8th grade retreat