

Informing a school within the Edmonton Catholic School Division of a student's attendance has just become easier for parents. Use the instructions below to keep your child's attendance up-to-date and avoid attendance calls from the school. ***Attendance must be entered prior to 8:00 am to avoid an Unexcused Absence call for the morning and by 11:30 am for the afternoon.***

Log into Parent Portal

Using your credentials, log into Parent Portal. Once there, choose the student you wish to enter an Attendance Request by clicking on the appropriate name.



Attendance Request

From the left menu, choose **Attendance Request**. Either **choose or enter the Date** of the absence (dates can be up to 5 days in the future) and ****select an Attendance Code****. If Present is selected, the Attendance Code will remain blank as only absences are recorded (Present should only be submitted if making a change to a previous Attendance Code).

- **Excused Absence** would be selected if the student is attending an appointment, family function, etc.,
- **Illness** if the student is ill, and
 - * for students who are going to be Late to class, enter an Excuse Absence and once they arrive to class the Attendance Code will be changed to Late with the time of arrival noted. *

A **Comment** about the absence must be entered.

Then **Submit**

Course Name	Attendance Code	Comment	Status
Homeroom 07B 08:00 AM - 08:10 AM		(200 characters maximum)	
Religious Education 7 08:11 AM - 08:54 AM		(200 characters maximum)	
English Language Arts 7 08:57 AM - 09:40 AM		(200 characters maximum)	
Mathematics 7 09:43 AM - 10:26 AM		(200 characters maximum)	
Social Studies 7 10:29 AM - 11:12 AM		(200 characters maximum)	
Science 7 11:15 AM - 11:57 AM		(200 characters maximum)	



****The Attendance Code can be added in two ways; for all subjects at once by using the **Select Attendance Code** dropdown (this will fill in that code for all Courses) or by choosing the **Attendance Code** by each individual Course Name (if the Attendance only applies to a specific Course).****

Enter Attendance Requests

Date: Attendance Code:

Course Name	Attendance Code	Comment	Status
Homeroom 07B 08:05 AM - 08:10 AM	<input type="text"/>	<input type="text"/>	
Social Studies 7 08:11 AM - 08:57 AM	<input type="text"/>	<input type="text"/>	
Health and Life Skills 7 09:00 AM - 09:46 AM	<input type="text"/>	<input type="text"/>	
Homeroom 07B 12:00 PM - 12:10 PM	<input type="text"/>	<input type="text"/>	
English Language Arts 7 12:11 PM - 12:57 PM	<input type="text"/>	<input type="text"/>	
Science 7 01:02 PM - 01:48 PM	<input type="text"/>	<input type="text"/>	
Mathematics 7 01:52 PM - 02:38 PM	<input type="text"/>	<input type="text"/>	

Viewing and Editing Attendance Requests

Once the attendance has been submitted, it can be viewed and, in some instances, edited. Start by clicking the arrow by **Current Attendance Requests** that is below the area to enter the attendance.

Homeroom 07B
12:00 PM - 12:10 PM

Physical Education 7
12:11 PM - 12:57 PM

▶ **Current Attendance Requests**

This will open the screen to show all the requests that have been submitted.

Current Attendance Requests

Attendance listed below can be changed by selecting the date in the Enter Attendance area and altering the information then clicking Update. If the status show Accepted, attendance can only be altered at the school office. Please contact the school directly.

Date	Course Name	Attendance Code	Comment	Status
01/07/2021	Homeroom 07B 08:00 AM - 08:10 AM	Excused Absence		Accepted
01/07/2021	Religious Education 7 08:11 AM - 08:54 AM	Excused Absence		Accepted
01/07/2021	English Language Arts 7 08:57 AM - 09:46 AM	Excused Absence		Accepted
01/07/2021	Mathematics 7 09:43 AM - 10:26 AM	Excused Absence		Accepted
01/07/2021	Social Studies 7 10:29 AM - 11:12 AM	Excused Absence		Accepted
01/07/2021	Science 7 11:15 AM - 11:57 AM	Excused Absence		Accepted
01/08/2021	Homeroom 07B 08:05 AM - 08:10 AM	Excused Absence		
01/08/2021	English Language Arts 7 09:00 AM - 09:46 AM	Excused Absence		
01/08/2021	Mathematics 7 09:49 AM - 10:35 AM	Excused Absence		
01/08/2021	Social Studies 7 10:38 AM - 11:24 AM	Excused Absence		
01/08/2021	Homeroom 07B 12:00 PM - 12:10 PM	Excused Absence		
01/08/2021	Physical Education 7 12:11 PM - 12:57 PM	Excused Absence		
01/08/2021	Science 7	Excused Absence		

If the attendance for a particular date needs to be changed, go back up to the Enter Attendance Requests area, enter the **Date** for the attendance, change the **Attendance Code** (the Attendance Code dropdown at the top will change all periods or each period can be changed separately) and **Update**. **Delete All** will remove all attendance entered for that day (this will then show as Present at the school).

Enter Attendance Requests

Date: Attendance Code: --Select Attendance Code--

Course Name	Attendance Code	Comment	Status
Homeroom 07B 08:05 AM - 08:10 AM	Excused Absence		
English Language Arts 7 09:00 AM - 09:46 AM	Excused Absence		
Mathematics 7 09:49 AM - 10:35 AM	Excused Absence		
Social Studies 7 10:38 AM - 11:24 AM	Excused Absence		
Homeroom 07B 12:00 PM - 12:10 PM	Excused Absence		
Physical Education 7 12:11 PM - 12:57 PM	Excused Absence		
Science 7 01:02 PM - 01:48 PM	Excused Absence		
Religious Education 7 01:52 PM - 02:38 PM	Excused Absence		

Delete All Update

Delete All Update

If the school has already **Accepted** the attendance, it cannot be edited. Please call the school directly and have the attendance corrected.

Enter Attendance Requests

Date: Attendance Code: --Select Attendance Code--

Course Name	Attendance Code	Comment	Status
Homeroom 07B 08:00 AM - 08:10 AM	Excused Absence		Accepted
Religious Education 7 08:11 AM - 08:54 AM	Excused Absence		Accepted
English Language Arts 7 08:57 AM - 09:40 AM	Excused Absence		Accepted
Mathematics 7 09:43 AM - 10:29 AM	Excused Absence		Accepted
Social Studies 7 10:29 AM - 11:12 AM	Excused Absence		Accepted
Science 7 11:15 AM - 11:57 AM	Excused Absence		Accepted

If any issues with attendance arise, please contact the school directly.

The school may find it necessary to contact parents for clarification on attendance that has been entered.